

**Culcheth Primary School, Warrington**

Welcome to Culcheth Primary School, where learning is fun! We are a popular one form entry Primary School located on the outskirts of Culcheth village. We have an excellent reputation for providing high quality education and support for pupils and families with many years of consistently high results in all areas.

We are a welcoming and inclusive school with friendly, well-behaved children who have a positive approach to learning. We strive to provide exceptional opportunities for all pupils through a well thought out curriculum which has trips and visitors woven in to enrich and revisit learning. We also offer many extracurricular activities to allow all pupils to experience a range of opportunities. We are very lucky to have beautiful grounds and have a well-maintained school with great facilities for the pupils.

Our strong, stable staff team are hardworking, enthusiastic and committed and always support each other. They are forward thinking in their approach, open to new ideas and ways to improve their practice and show a clear determination to enable all pupils to become successful lifelong and ambitious learners.

Our most recent Ofsted inspection stated that this is a school where pupils are cared for exceptionally well and encouraged to be their very best. ‘There is a strong sense of family and belonging among staff, pupils and their families.’

We joined One Community Trust (OCT) in September 2024 and with a proactive and encouraging Trust Board and Local Governing Committee, we foster a team focused attitude which ensures that every child's potential is nurtured, and every staff member is valued. Join us in shaping bright futures and fostering a sense of belonging in our vibrant school community.

**HEADTEACHER JOB DESCRIPTION**

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers’ Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and One Community Trust contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Trust, the Local Governing Committee, the staff of the school, its pupils and the parents/carers of its pupils.

**A. The Core Purpose of the Headteacher**

The headteacher is the prime mover in creating, inspiring and embodying the character and culture of this school, securing its vision with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential and live life to the full.

Thus, the core purpose of the headteacher is to provide professional leadership and management for the school within the context of the local authority’s education strategy.

This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils within a strong caring and compassionate ethos.

The headteacher is the leading education professional in the school. Accountable to the Local Governing Committee and the OCT Board, the headteacher provides leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with the CEO and other OCT colleagues, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school’s aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through OCT colleagues, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, local authority officers, specialist services including those for SEND and wellbeing, other services and agencies for children, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

**Main Duties**

**Qualities and Knowledge**

Within the OCT shared vision and ethos and also school’s character the Headteacher will:

* Hold and articulate a clear vision, founded on values and moral purpose, focused on providing a world-class education for the pupils they serve ensuring they grow in knowledge, independence and capacity.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, and members of the local community.
* Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own scholarship, expertise, skills, and wisdom and those around them.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a community school.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local, regional and national policy into the school’s context.
* Secure knowledge and understanding of this school’s distinctiveness, keeping up with national and regional developments and, in particular, ensure high quality education and collective worship.
* Communicate compellingly the school’s vision and drive strategic leadership, empowering all pupils and staff to excel in their pursuit of achievement.
* Lead creative collective worship that engages with the school’s vision and values enabling the community to flourish and grow spiritually.

**Pupils and Staff**

Within the OCT shared vision and ethos and also the schools’ character the Headteacher will:

* Demand ambitious standards for all pupils, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
* Create a school character within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
* Hold all staff to account for their professional conduct and practice within the character of the school.
* Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups’ languages and ethnic groups.
* Celebrate achievement in the development of the whole child and not only those matters that are measured externally.

**Systems and Process**

Within the OCT shared vision and ethos and also the school’s character the Headteacher will:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within context.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society as they develop self-worth and an understanding of the worth of others.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
* Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – its functions to set this school’s strategy and hold the head teacher to account for pupil, staff and financial performance.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability and its community character.
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities, are given the opportunity to innovate and who hold each other to account for their decision-making.

**The Self-Improving School System**

Within the OCT shared vision and ethos and also the school’s character the Headteacher will:

* Create an outward-facing school which works with other schools and organisations, including the Trust and its schools- in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
* Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the community to improve academic and social outcomes for all pupils.
* Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the school.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development appropriate to the school context for all staff at the school.
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
* Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people’s lives and to promote the value of education in human flourishing.

**Accountability**

The Headteacher will:

* Provide information advice and support to the Local Governing Committee, CEO and Trust Board to enable it to meet its responsibility for securing the school’s future, effective teaching and learning, improved standards of achievement and value for money.
* Lead on compliance and regularity changes such as GDPR or other statutes.
* Present an account of the school’s performance in a form appropriate to a range of audiences – trustees, governors, parents, local community, OFSTED, the Local Authority.
* Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

**Community**

The Headteacher will, with the support of the Local Governing Committee and Trust Board :

* Promote a close relationship with local schools and SEND provisions and facilitate appropriate use of school premises.
* Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.

**Additional Requirements**

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school and Trust. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers’ Pay and Conditions document and other current educational and employment legislation

**The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to Headteacher.

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**PERSON SPECIFICATION FOR HEADTEACHER**

***The applicant will be required to safeguard and promote the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form (A), supporting statement, information gathered during the interview process (I), certificate checking (CC) and references (R).

| **COMMITMENT TO SCHOOL AND TRUST VALUES** | **Essential** | **Desirable** |
| --- | --- | --- |
| Able to demonstrate a commitment to promote the values and ethos of Culcheth Primary School, including the vision of One Community Trust. | **A, I** |  |
| Has an understanding of the importance of the Trust’s vision of nurture and achievement for all, and an ability to drive this forward at a local level. | **A, I, R** |  |
| **QUALIFICATIONS** | **Essential** | **Desirable** |
| Honours degree | **A, I** |  |
| Qualified Teacher Status (QTS) | **A, I** |  |
| Evidence of personal and professional development for headship | **A, I** |  |
| NPQH or commitment to complete (or equivalent) |  | **A, I** |
| **EXPERIENCE** | **Essential** | **Desirable** |
| Substantial and successful experience in a senior leadership role including curriculum development, monitoring and assessment | **A, I, R** |  |
| Successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils, particularly those SEND. | **A, I, R** |  |
| Experience of working effectively and in partnership with Governors, parents and the wider community | **A, I, R** |  |
| Experience of school self-evaluation, effective monitoring and inspection. | **A, I, R** |  |
| **KNOWLEDGE** | **Essential** | **Desirable** |
| Knowledge of the statutory requirements and other relevant legislation relating to school leadership and management | **A, I, R** |  |
| Knowledge of ways to build, communicate and implement a shared vision | **A, I, R** |  |
| Knowledge of new technologies, their use and impact including social media and cyber security |  | **A, I, R** |
| Knowledge of the work of other agencies and opportunities for collaboration | **A, I, R** |  |
| **SKILLS & ABILITIES** | **Essential** | **Desirable** |
| Ability to have a vision of the overall aims and direction of a successful primary school and be able to communicate these in order to inspire and motivate others | **A, I, R** |  |
| Ability to manage and monitor budgets, consider creative solutions and deploy human resources effectively. | **A, I, R** |  |
| Ability to access and analyse relevant data and to use this information to set priorities and determine school action | **A, I, R** |  |
| Ability to lead with optimism, continually building and developing positive relationships | **A, I, R** |  |
| The ability to relate positively to all stakeholders and inspire high quality teaching, learning and behaviour | **A, I, R** |  |
| **LEADING LEARNING & TEACHING** | **Essential** | **Desirable** |
| In-depth knowledge of the education from Early Years through to KS2 | **A, I, R** |  |
| A strong understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about | **A, I, R** |  |
| Ability to acknowledge teaching excellence and challenge any underperformance across the school to improve the quality of learning | **A, I, R** |  |
| Ability to motivate others to engage pupils to maximise learning opportunities and outcomes, ensuring equal opportunities for all | **A, I, R** |  |
| Ability to secure excellent pastoral care, behaviour and good attendance for the whole school community | **A, I, R** |  |
| Evidence of developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for all pupils | **A, I, R** |  |
| **MAINTAINING AND ENHANCING THE SCHOOL’S ETHOS** | **Essential** | **Desirable** |
| Commitment to support the school participation in community activities | **A, I, R** |  |
| Commitment to the creation of a climate of open communication where people feel able to express opinion and know their views will be respected | **A, I, R** |  |
| Demonstrate the understanding of, and commitment to, how relationships can be developed between the school and community. | **A, I, R** |  |
| **LEADERSHIP & COLLABORATION** | **Essential** | **Desirable** |
| Ability to deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict | **A, I, R** |  |
| A highly visible presence and good role model who inspires confidence and trust, empowering and motivating all stakeholders | **A, I, R** |  |
| **MANAGING THE ORGANISATION** | **Essential** | **Desirable** |
| Able to demonstrate an inspirational and supportive style of leadership | **A, I, R** |  |
| Plan, organise and exercise sound judgement and communicate and delegate effectively | **A, I, R** |  |
| **SECURING ACCOUNTABILITY** | **Essential** | **Desirable** |
| Committed to working with the Local Governing Committee, OCT and the LA to enable it to meet its statutory responsibilities and for the school to flourish. | **A, I, R** |  |
| Able to present an accurate and understandable account of the school’s performance to stakeholders | **A, I, R** |  |
| **SAFEGUARDING** | **Essential** | **Desirable** |
| Knowledge of, and commitment to, safeguarding and promoting the welfare of children | **A, I, R** |  |
| Ability to maintain and develop a ‘culture of vigilance’ with regard to safeguarding and child protection | **A, I, R** |  |
| **PERSONAL QUALITIES** | **Essential** | **Desirable** |
| Ability to prioritise and manage time appropriately, being able to work under pressure and in changing circumstances | **A, I, R** |  |
| Is self-motivating and achieves challenging professional goals. | **A, I, R** |  |
| Demonstrates enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education. | **A, I, R** |  |