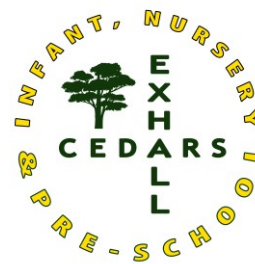


Exhall Cedars

Head Teacher: Mrs Sharon Hillyard



Job description: Headteacher

Job details

Salary: L11 – L17

Hours: FTE

Contract type: Permanent

Main Purpose

The Headteacher, under the direction of the Governing Body, will take overall strategic responsibility for:

- Formulating and articulating the vision, aims and objectives of the school
- Establishing and implementing policies to achieve these aims and objectives
- Leading and managing all staff and resources across the school
- Monitoring and evaluating progress towards the achievement of the school's aims and objectives
- Ensuring the school fulfils all statutory and contractual responsibilities

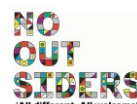
The Headteacher will provide inspirational leadership so that every member of the school community can fulfil their true potential. The postholder will ensure that the school continues to deliver high-quality education reflecting equality of opportunity and in line with the values of the school.

The Headteacher will fulfil the professional responsibilities of a headteacher as set out in the School Teachers' Pay and Conditions Document (STPCD) and will be accountable to the Governing Body for the performance of the school.

Qualities

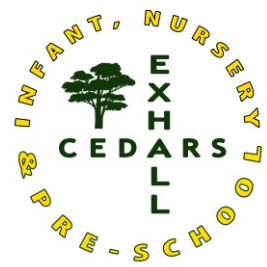
The Headteacher will:

- Uphold and promote the values of the school
- Provide inspirational, strategic and professional leadership
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive, respectful, collaborative and compassionate relationships across the school and wider community
- Demonstrate resilience, integrity and clarity in decision-making
- Serve in the best interests of all pupils in the school



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Head Teacher: Mrs Sharon Hillyard



Duties and Responsibilities

Ethos and Vision

The Headteacher will:

- Work closely with the Governing Body to promote a culture of encouragement, challenge and support to achieve the highest possible standards
- Ensure the school's vision is clearly articulated, shared and understood by the whole school community
- Promote an inclusive culture that values diversity and ensures equality of opportunity
- Safeguard and promote the welfare of all pupils
- Ensure pupils' academic, spiritual, moral, social, emotional and cultural development is prioritised

Leadership and Management

The Headteacher will:

- Provide strong, strategic leadership across the school
- Develop, motivate and lead all staff to achieve the highest professional standards
- Ensure clear organisational structures, roles and accountability systems are in place
- Lead effective performance management systems for all staff
- Recruit, retain and deploy staff effectively, managing workload appropriately
- Develop the skills and capacity of the senior leadership team
- Lead and manage change effectively to sustain continual school improvement

Teaching, Curriculum and Standards

The Headteacher will:

- Lead the development and implementation of a broad, balanced and inspiring curriculum across the EYFS and KS1
- Ensure consistently high standards of teaching and learning
- Monitor, evaluate and review the quality of teaching and provision, and initiate improvement strategies where necessary
- Ensure effective use of assessment data to set, monitor and evaluate pupil progress
- Challenge underperformance at all levels and take corrective action
- Promote exemplary standards of behaviour and attendance
- Ensure high-quality pastoral care for all children
- Promote the effective use of emerging technologies to enhance learning

Additional and Special Educational Needs and Disabilities (SEND)

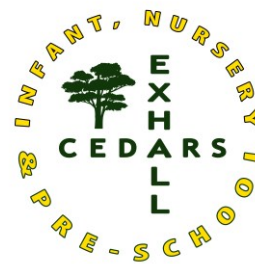
The Headteacher will:

- Ensure the school fulfils all statutory duties under the SEND Code of Practice
- Promote inclusive practices so that all pupils can access the curriculum
- Maintain ambitious expectations for pupils with SEND
- Ensure effective systems are in place for identifying and supporting pupils with additional needs



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- Work effectively with parents, carers and external agencies to secure the best outcomes for pupils

Organisational Management and School Improvement

The Headteacher will:

- Establish and sustain the school's strategic direction with the Governing Body
- Ensure effective systems, processes and policies are in place
- Ensure robust safeguarding systems and a strong culture of vigilance
- Manage school finances effectively and in line with statutory and local authority requirements
- Ensure health and safety compliance across the school
- Oversee the maintenance, security and effective use of buildings and resources
- Identify barriers to school effectiveness and implement realistic and timely improvement strategies
- Ensure delegated responsibilities from the Governing Body are carried out effectively

Professional Development

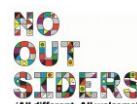
The Headteacher will:

- Promote a culture of continuous professional development across the school
- Ensure staff access high-quality professional learning opportunities
- Maintain their own professional development
- Develop leadership capacity at all levels

Governance, Accountability and Partnership Working

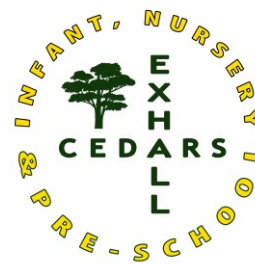
The Headteacher will:

- Work in close partnership with the Governing Body, providing professional advice and regular performance information
- Welcome and support effective governance and accountability
- Ensure compliance with all statutory and regulatory frameworks
- Build and maintain strong relationships with parents, families and the wider community
- Maintain effective transition arrangements with local settings, childminders and KS2 providers
- Work collaboratively with other schools and external partners to improve outcomes



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Safeguarding

The Headteacher will:

- Promote and safeguard the welfare of all children
- Ensure safeguarding policies and procedures are robust, up to date and effectively implemented
- Ensure safer recruitment practices are followed
- Maintain a strong safeguarding culture across the school

Financial Responsibility

The Headteacher will:

- Take overall responsibility for the financial management of the school
- Ensure budgets are managed efficiently and effectively
- Work closely with the Governing Body to secure best value and high-quality educational provision

Other Areas of Responsibility

- Lead on future school development
- Undertake any other duties reasonably required by the Governing Body commensurate with the role

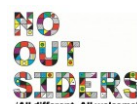
Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.

Signature of employee:

Signature of Chair of Governors:

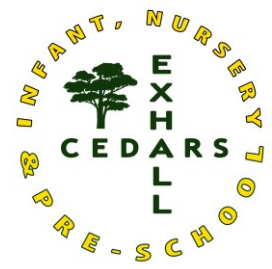
Date:

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The offer of employment is subject to the satisfactory completion of all necessary pre-employment checks.



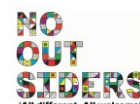
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Head Teacher: Mrs Sharon Hillyard

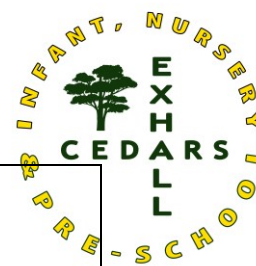


Person Specification: Headteacher

Qualifications and Training	Essential	Desirable	Assessed by: Application Reference Interview
Qualified Teacher Status (QTS)			A
Substantive and recent experience as a Senior Leader in a primary school or infant School, including Nursery provision.			A
Evidence of sustained, relevant professional development at senior leadership level			A
Up-to-date safeguarding training at DSL level			A
NPQH qualification achieved			A
Up to date Safer Recruitment training			A
Experience, Skills and Knowledge	Essential	Desirable	Assessed by: Application Reference Interview
Proven track record of successful whole-school leadership with measurable impact on outcomes in the EYFS and KS1 Demonstrable success in leading sustained school improvement and raising standards			AI
Deep understanding of curriculum design, sequencing and implementation across EYFS, KS1 and the link with KS2 Strong understanding of effective teaching and assessment and EYFS pedagogy			AI
Strong understanding of assessment and performance data, Ofsted framework and accountability measures Experience of tracking underperformance and implementing corrective action			AI
Proven financial management experience including budget planning, resource allocation and workforce planning			AI

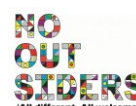


Exhall Cedars



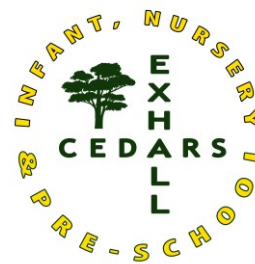
Head Teacher: Mrs Sharon Hillyard

Experience of working effectively with governing bodies			AI
Strong knowledge of statutory duties, safeguarding responsibilities and regulatory frameworks			
Experience of leading and developing KS1 and EYFS teams; Proven ability to lead change strategically and sensitively			ARI
Evidence of leading a strong safeguarding culture; Commitment to inclusion and equality of opportunity			ARI
Evidence of building strong partnerships with parents, the local authority and external agencies			AI
Experience of leading high-quality provision for 2 year olds			AI
Personal Qualities	Essential	Desirable	Assessed by: Application Reference Interview
Clear moral purpose focused on improving life chances for all pupils; Commitment to promoting and strengthening the values of the school			AI
Visible, credible and inspirational leader; Demonstrates integrity, transparency and accountability			ARI
Emotionally resilient, calm under pressure and confident in making difficult decisions in the best interests of pupils			ARI
Highly effective communicator Strong collaborative leadership style that empowers others			ARI
Committed to continual self-improvement and maintaining high professional standards			ARI
Demonstrates commitment to system-wide improvement			AI
Coaching or mentoring qualification			A



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Equal opportunities

We are an equal opportunities employer and are committed to creating an inclusive environment where diversity is valued and respected.

Professional expectations

All staff are expected to:

- Uphold the values and ethos of the school
- Maintain high standards of professionalism and conduct
- Work collaboratively with colleagues, children, families and colleagues
- Engage fully in professional development

Flexibility and review

This job description and person specification are subject to periodic review and may be amended in consultation with the postholder to reflect the evolving needs of the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The offer of employment is subject to the satisfactory completion of all necessary pre-employment checks.

