

Headteacher Job Description - Winton Primary School

At Winton Primary School, part of Southern Education Trust, we're driven by a shared mission of making lives better. We're looking for a Headteacher to lead a thriving community, to nurture a school with heart, history and enormous potential and to guide a curriculum that is already strong and take it even further. Most of all, it's the chance to make lives better, every single day.

Job Title	Headteacher
Grade	Leadership L26-31
Reporting to	Director of Primary & Middle School Improvement
Responsible for	Senior Leadership Team, teaching staff, support staff
Contract	Permanent/Full time

The Headteacher will provide strategic leadership and day-to-day management of the school, ensuring high-quality education for all pupils. They will foster a positive, inclusive, and ambitious learning environment and work closely with staff, parents, governors, and the wider community to advance the school's vision and values.

Key Responsibilities:

Strategic Leadership

- Develop and implement a clear vision for the school in partnership with the Governing Body.
- Understand and welcome the role of effective governance, within the Trust structure, upholding the obligation to give account and accept responsibility.
- Ensure governors are well-informed through concise, data-driven reports.
- Actively engage in Trust-wide leadership groups to share best practice.
- Lead the creation and implementation of the School Development Plan, using evidence and data to guide improvement and raise standards.
- Identify barriers to progress and take realistic, timely action to address them.
- Ensure systems and policies support the smooth, effective running of the school.
- Monitor the school's performance and follow up with purposeful action.
- Use the budget wisely so resources directly benefit pupils.
- Promote high standards, fairness, and professionalism across the school.
- Always act in the best interests of pupils.

Teaching, Learning, and Curriculum

- Ensure consistently high-quality teaching across all year groups, supported by strong subject knowledge and effective coaching and monitoring.
- Lead a broad, balanced, and engaging curriculum that meets statutory requirements, is well-led by leaders, and includes rich enrichment opportunities.
- Use assessment in a clear and proportionate way to understand pupils' learning and support progress for all.
- Review and develop teaching practice, curriculum design, and the use of technology to enhance learning.

- Promote an inclusive approach that ensures pupils with SEND and other additional needs can access the curriculum and thrive.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and thoughtful conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour

Staff Leadership and Management

- Recruit, develop, retain, and deploy high-quality staff, leading senior leaders, teachers, and support staff with clarity and care.
- Build a supportive, professional culture where staff feel valued, work well together, and have access to meaningful professional development.
- Prioritise staff wellbeing and manage workload thoughtfully.
- Ensure everyone understands their responsibilities and is supported and challenged fairly through effective performance management.
- Foster teamwork, shared responsibility, and a positive, collaborative atmosphere across the school.
- Promote a coaching culture to facilitate ongoing and sustained improvement

School Organisation and Resources

- Ensure strong safeguarding practice and promote the safety and wellbeing of pupils and staff.
- Manage the school's finances responsibly, using resources efficiently and ensuring spending directly supports pupils' progress and offers value for money.
- Oversee the maintenance, improvement, and daily running of the school environment so it remains safe, welcoming, and fit for learning.
- Ensure compliance with all legal, statutory, and regulatory requirements, managing risk sensibly and proactively.
- Manage timetables, staffing structures, and operational systems so the school runs smoothly.
- Contribute to clear, achievable improvement plans that support the school's continued development.

Community and Partnerships

- Build strong, positive relationships with parents and carers, encouraging their involvement in school life and working together to support pupils' learning and wellbeing.
- Work closely with local groups, the local authority, professionals, and external agencies to support pupils' academic, social, and emotional needs.
- Offer pupils meaningful experiences beyond the classroom and within the wider community.
- Welcome families, community representatives, and organisations into school life, strengthening the school's links and opportunities.
- Promote the school's achievements and uphold its positive reputation in the community.
- Work collaboratively with the Governing Body, Trust, and local schools to share expertise and improve outcomes for all pupils.

Professional Development

- Make sure staff have access to relevant, high-quality training that helps them grow.
- Encourage a culture of reflection and continuous improvement.
- Keep your own professional learning up to date.
- Seek development opportunities when needed to support leadership and school priorities.

Other Responsibilities

- Fulfil all safeguarding duties and follow school policies and the staff code of conduct.
- Provide clear, accurate information about the school's performance to governors, families, and the Trust.

- Support a school ethos where successes are shared and everyone takes responsibility for outcomes.
- Take reasonable care of your own health and safety and that of others, complying with school health and safety policies and risk assessments.
- Promote equality, respect, and inclusion in all aspects of your work, reflective of our diverse and inclusive community.
- Maintain confidentiality and handle information in line with GDPR and school policies.

Please note that this reflects the general responsibilities of the role and is not an exhaustive list of duties.

Person Specification

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status • Degree • Evidence of further professional development • Up-to-date knowledge of safeguarding requirements and safer recruitment. 	<ul style="list-style-type: none"> • NPQH or equivalent leadership qualification. • Training in coaching, mentoring, or staff development.
Experience	<ul style="list-style-type: none"> • Successful senior leadership and management experience in a primary school • Involvement in school self-evaluation and development planning • Experience leading and managing staff, including performance management. • Experience of managing budgets and resources. • Proven track record of improving teaching, learning, and outcomes. • Experience leading safeguarding and child protection. • Experience of working with governors, external agencies, and parents. • Experience of curriculum leadership and monitoring classroom practice. • Experience working with governors, external agencies, and parents. 	<ul style="list-style-type: none"> • Experience working within a Multi-Academy Trust or similar structure. • Experience of managing a school budget. • Experience leading safeguarding or acting as Deputy/Designated Safeguarding Lead.
Skills and knowledge	<ul style="list-style-type: none"> • Strong understanding of the primary curriculum, high-quality teaching, and current educational policy. • Ability to model excellent teaching practice and support others to improve. • Confident in analysing data to inform decisions, set targets, and identify areas for improvement. • Able to think and plan strategically and communicate a clear, coherent vision. • Strong organisational skills, with the ability to prioritise, delegate effectively, and monitor implementation. • Excellent leadership and communication skills, both written and verbal. • Understanding of school finances and the principles of effective resource management. • Ability to build effective working relationships and work collaboratively with a range of stakeholders. • Skilled at making informed professional decisions based on evidence. • Creative problem-solver, able to anticipate challenges and develop solutions. 	<ul style="list-style-type: none"> • Experience designing enrichment, wider-curriculum, or outdoor learning opportunities. • Knowledge of how technology can enhance teaching and learning. • Experience supporting or developing leaders at different stages of their careers.
Personal qualities	<ul style="list-style-type: none"> • Deep commitment to securing the best outcomes for all pupils and to promoting the school's ethos, values, and inclusive culture. 	

	<ul style="list-style-type: none"> • Demonstrates integrity, professionalism, and loyalty and maintaining confidentiality at all times. • Strong commitment to safeguarding, equality, and ensuring personal beliefs are never used in ways that exploit the position. • Resilient, calm under pressure, and able to prioritise effectively, with a positive mindset and the ability to see new opportunities. • Approachable, reliable, and highly visible around the school, building trust with pupils, staff, and families. • Adaptable to changing circumstances and open to new ideas and approaches. • Creative, inquisitive, and able to think critically to solve problems and make sound, balanced decisions. • Values diversity and recognises the unique contribution every individual makes to the school community. • Inspiring and supportive, fostering an ethos where staff feel motivated, valued, and encouraged to develop their skills. • Strong communicator, able to listen well and express ideas clearly in both written and verbal forms. • Self-motivated, well-organised, and able to manage time and workload effectively. • Leads by example, modelling the school's vision, values, and professional standards in daily practice. 	
Other factors	<ul style="list-style-type: none"> • Satisfactory pre-employment checks including DBS, references and full career history 	