

Job Description

Job Title: Headteacher

Reports to: Governing Body and Local Authority
Start Date: April or September 2026

Purpose of the Post

To provide professional leadership for Bounds Green Primary School, securing its continued success and improvement through high-quality education and excellent standards of learning, progress and achievement for all pupils.

Headteacher Responsibilities

This job description reflects and references the **DfE Headteacher Standards (2020)**.

Ethics and Behaviour

The Headteacher will:

- Build relationships rooted in mutual respect, observing the appropriate professional boundaries of the role.
- Demonstrate tolerance and respect for the rights of others, recognising differences and valuing cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways that exploit pupils' vulnerability or might lead pupils to break the law.

As the leader of the school community and the profession, the Headteacher will:

- Serve in the best interests of Bounds Green pupils.
- Conduct themselves in a manner befitting this influential public role, modelling ethical behaviour and good citizenship.
- Uphold the obligation to give account and accept responsibility.
- Understand and act within statutory frameworks that set out professional duties and responsibilities.
- Take responsibility for their own professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.

School Culture

The Headteacher will:

- Strengthen and sustain the school's vision and ethos in partnership with the Governing Body and in consultation with the whole school community.
- Ensure pupils experience a positive, enriching and inclusive school life.
- Uphold ambitious educational standards, preparing pupils from all backgrounds for their next stages of education and life.
- Promote positive, respectful relationships across the school community and maintain a safe, orderly learning environment.
- Maintain a culture of high staff professionalism.
- Work with the Governing Body to create and deliver a strategic, sustainable plan underpinned by sound financial planning.

Teaching

The Headteacher will:

- Establish and sustain high-quality, expert teaching across all subjects and key stages, informed by evidence about effective teaching and how pupils learn.
- Ensure effective strategies are in place, monitored and reviewed, to rapidly close gaps for disadvantaged pupils and other vulnerable groups.
- Ensure teaching is underpinned by subject expertise and approaches that respect the distinct nature of each discipline.

Curriculum and Assessment

The Headteacher will:

- Ensure a broad, structured and coherent curriculum entitlement that sets out the knowledge, skills and values to be taught, meets National Curriculum requirements, and provides progression and continuity.
- Ensure the curriculum meets the needs of all pupils and reflects the context of the local community.
- Ensure the curriculum promotes pupils' intellectual, spiritual, moral, cultural, physical, social and emotional development.
- Develop strong curricular leadership, supporting subject leaders to gain relevant expertise and access professional networks.
- Ensure all pupils develop their reading through evidence-informed approaches.

- Ensure valid, dependable and proportionate assessment approaches are used to monitor pupils' learning.
- Ensure formative assessment is used effectively to shape the curriculum.

Behaviour

The Headteacher will:

- Establish and sustain high expectations of behaviour for all pupils, built on clear relationships, routines and rules understood by all.
- Maintain high standards of pupil behaviour and courteous conduct in line with the school's behaviour principles and policy.
- Ensure behaviour is managed fairly, consistently and respectfully.
- Ensure adults model and teach the behaviour expected of good citizens.
- Promote pupil mental health and wellbeing.

Additional and Special Educational Needs and Disabilities (SEND)

The Headteacher will:

- Hold ambitious expectations for all pupils, including those with SEND and additional needs.
- Establish and sustain a culture and practices that enable pupils to access the curriculum and learn effectively.
- Work effectively with parents, carers, the Local Authority and external professionals to identify and meet pupils' needs.
- Ensure the school fulfils all statutory duties under the SEND Code of Practice.
- Ensure a consistent whole-school approach that maximises every child's progress and attainment.

Professional Development

The Headteacher will:

- Ensure staff have access to high-quality, sustained professional development aligned with school improvement priorities and individual needs.
- Prioritise staff development through effective planning, delivery and evaluation aligned with the Standard for Teachers' Professional Development.
- Ensure professional development draws on expertise from both within and beyond the school, including national frameworks, to build capacity and support succession planning.

Organisational Management

The Headteacher will:

- Ensure the protection and safety of pupils and staff through effective safeguarding and duty-of-care practices.
- Agree priorities for expenditure with the Governing Body; allocate and monitor budgets to secure the school's objectives.
- Deploy resources efficiently and effectively to meet educational priorities and reflect the school's financial context.
- Establish and oversee systems, processes and policies enabling the school to operate effectively, efficiently and with probity.
- Deploy and manage staff effectively, with due regard to workload and wellbeing.
- Ensure buildings and facilities meet the needs of pupils and staff and comply with health and safety regulations.
- Explore and develop additional sources of funding.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

The Headteacher will:

- Use proportionate and effective evaluation processes to identify and analyse barriers to the school's effectiveness.
- Develop evidence-informed strategies for improvement, ensuring plans are realistic, sequenced and tailored to the school's context.
- Ensure careful, effective implementation of improvement strategies leading to sustained impact.
- Identify improvement priorities informed by evidence from governors, staff, pupils, parents and the wider community.

Working in Partnership

The Headteacher will:

- Build constructive, collaborative relationships with parents, carers, the Local Authority and the local community.
- Commit the school to successful collaboration with other schools and organisations in a climate of mutual challenge and support.
- Develop and maintain strong professional relationships with colleagues across public services to improve outcomes for all pupils.

Governance and Accountability

The Headteacher will:

- Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility.
- Establish and sustain a professional working relationship with the Governing Body.
- Ensure staff understand and fulfil their professional responsibilities and are held to account.
- Ensure the school operates within regulatory frameworks and meets all statutory duties.

Additional Requirements

The Headteacher must prioritise safeguarding, promote the welfare of children, and follow all school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It is not exhaustive. The Governing Body may reasonably request additional duties consistent with the role's level of responsibility.