

## Headteacher (Primary) - Job Description

Salary	L18 to L24
Location	Pannal Primary School, Harrogate
Contractual basis	Permanent, full-time School teachers pay and conditions
Accountable to	Chief Executive Officer
Responsible to	Local Governing Body

The Headteacher will work effectively with the Local Governing Body on a wide range of aspects of the school's provision and in line with the Scheme of Delegation.

### Roles and responsibilities

1. To foster a positive, caring and inclusive ethos reflecting the school's mission statement and aims.
2. Ensure a clear vision of school improvement, articulated and implemented through the ongoing review and evaluation of the School Development Plan.
3. To develop, inspire and motivate an effective team in order to deliver high quality education and thereby raise standards across the school.
4. To monitor and continually ensure that the curriculum is delivered with a focus on preparing all pupils for the next stage of their education, fostering resilience, confidence and emotional articulacy.
5. To lead in the provision and delivery of ambitious teaching and learning for all students, in its broadest sense, continually looking to improve standards in academic performance.
6. To ensure that pupils reach their full potential through the effective use of all available finance and resources, ensuring probity in the use of public funds.
7. To maintain a progressive culture through a process of rigorous self-evaluation, including being effective in the professional development of staff at all levels.
8. To invest in effective professional working relationships, both internally and externally to the school and Trust, seeking and supporting collaborative working opportunities to the benefit of staff and students.

9. Take lead responsibility for safeguarding and child protection (including online safety) in the role as Designated Safeguarding Lead for the School, as set out in the most recent DfE guidance<sup>1</sup>.
10. Be an ambassador for the school and trust, supporting positive stakeholder relationships, in particular within the school's community.
11. Uphold the mission and values of the Trust and engage as a proactive member of the wider Trust Leaders Group in pursuit of ongoing organisational development as the basis of education that is ambitious for all of our students.
12. Meet the Headteachers' Standards<sup>2</sup> as published by the DfE.
13. Ensure the school acts in compliance with relevant legislation and guidance at all times.
14. Promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns which are then addressed sensitively and effectively.

There is no scheduled teaching commitment incorporated into this role.

This job description forms part of the contract of employment on appointment. It will be reviewed annually and may be amended at any time after consultation, and with the agreement of the postholder.

January 2025

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<sup>1</sup> [Keeping Children Safe in Education](#), DfE, updated annually

<sup>2</sup> [Headteachers' Standards](#), DfE, 2020 and as updated