



Job Description – Headteacher

Reporting to: Chair of Governors and the Full Governing Board.

Scale: Overseeing 180+ pupils and managing all staff.

Core Responsibilities

1. School Culture and Ethos

- **Christian Vision.** Build a welcoming, safe, and inclusive environment that lives out our Christian foundation.
- **Behaviour and Standards.** Set high expectations for pupil behaviour and attendance, making sure rules are clear, fair, and understood by everyone.
- **Pupil Wellbeing.** Support the spiritual, moral, and physical well-being of all pupils, maintaining our strong focus on sports and character development.

2. Teaching, Learning, and Curriculum

- **Curriculum Design.** Lead a broad, engaging, inclusive and well-sequenced curriculum that prepares pupils for their next steps in education.
- **Academic Excellence.** Ensure all teaching is of a high standard and based on proven educational research.
- **Early Reading.** Oversee the school's approach to phonics, making sure all children learn to read fluently.
- **Inclusion and SEND.** Make sure the school meets its legal duties for Special Educational Needs and Disabilities. Work with parents and experts to give every child the support they need while balancing the needs of the whole school community (180+ children).

3. Staff Leadership and Management

- **Team Building.** Recruit, develop, and retain a strong team of teachers and support staff.
- **Performance Management.** Manage staff performance fairly. Tackle underperformance quickly while celebrating and sharing great teaching.
- **Workplace Culture.** Look after staff wellbeing, keep workloads manageable and maintain our positive team spirit.

4. Financial and Operational Management

- **Budget Control.** Manage the school's budget carefully. Plan spending so that resources and staff are used where they have the biggest impact on pupil progress.
- **Safeguarding.** Keep the school safe. Take the lead on safeguarding and child protection, making sure all legal duties are met, and staff are fully trained and confident in their duties.
- **Site Management.** Make sure the school building and grounds – including the leased field at the back of the school – are well-maintained, safe, and fit for purpose.



5. Governance and Community

- **Community Links.** Build strong, honest relationships with parents, carers, and the wider village community.
- **Board Reporting.** Work closely with the Governing Board. Give them clear, accurate, and timely information (including Headteacher's Reports before Full Governing Board meetings) so they can support and challenge the school effectively.
- **External Partnerships.** Keep strong links with the Diocese of Oxford, the local authority, and other local schools to share ideas and resources.

Signature of post holder: _____

Date / /