



## The Three Saints Academy Trust Job Description

**Role:** Head Teacher St Mary & St Thomas CE Primary School  
**Responsible to:** Chief Executive Officer, Board of Directors and Local Governing Body  
**Responsible for:** All employees within the school  
**Salary:** L16-21(starting point negotiable due to experience)  
**Effective from:** 1<sup>st</sup> September 2025

### Purpose of role:

The Head Teacher is responsible for effectively leading, managing and inspiring the school, ensuring all children and employees in the school achieve their full potential in an inclusive and safe environment.

At The Three Saints Academy Trust we have a strong vision and five fingerprints which underpin all our work; nurturing values, leading to excellence, curriculum innovation, collaborating to improve outcomes for all and cultivating future leaders, that as a Head Teacher you will be expected to demonstrate in your working practices.

The Headteacher has accountabilities in the following key areas:

### Leadership of a Church of England School

- Ensure the distinctly Christian vision for the school is clearly articulated, shared, understood, and acted upon effectively by all;
- Lead by example, embody the Christian values of the school;
- Led the worshipping life of the school

### Leadership

- promote a clear culture of high aspiration where children/young people are supported, challenged and encouraged to achieve their highest potential, ensuring that this is communicated with and understood by all stakeholders;
- build a positive and inclusive culture within the school demonstrating and embedding the five fingerprints and the promotion of equality and diversity;
- engage with other schools in the local community and North West Learning Partnership and NW3 Maths Hub to build effective extended learning communities;
- work with the Chief Executive Officer to develop, promote and translate into actions the school's vision, priorities and strategies for achievement and success aligned with the vision and strategy of the Three Saints Academy Trust;
- plan effectively to translate the strategy into operational objectives which are understood by all and promote and sustain school improvement;

- ensure that the development plan for the school supports the vision and principles and identifies appropriate priorities and improvement in the context of overall resources planning;
- positively engage with and support other leaders within the Trust to share and promote best practice and to support each other with challenges;
- model the values and aims of the Three Saints Academy Trust and inspire these values in others.
- Support and develop the local governing body; encouraging support and challenge and high quality governance.
- Lead the development of the school improvement plan ensuring continuous improvement.

### **Teaching and Learning**

- lead, design, implement and review a curriculum for the school which inspires and engages all pupils and makes learning really exciting and relevant for every child;
- improve and explore new ways of working, alternative curriculums and innovation, sharing with CEO and staff in school as appropriate;
- ensure a consistent and continuous focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress;
- ensure that achievement is recognised and rewarded in every individual the school;
- develop, implement and review effective strategies for behaviour and attendance management ensuring that these are understood and implemented by staff;
- monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of teaching and learning at all times;
- ensure that communication is effective with pupils, parent and carers on any matter relating to learning, progress, behaviour, attendance and any other aspect of school life;
- ensure that teaching is sufficiently differentiated to enable pupils individual needs to be met;
- develop robust systems to monitor and quality assure predicted outcomes across the curriculum in a systematic way
- achieve a sense of community within the school through the management of expectations, raised aspirations and increased self belief
- implement effective pastoral care systems and behaviours to maximise positive pupil welfare and a shared zero tolerance of bullying and other anti social activity.
- involve relevant stakeholders in a constructive way in decision making processes within the school and develop policies and practices that recognise pupils as partners in the learning process.
- actively participate in QA reviews of own school and other academies within the Trust.

### **Development**

- develop policies and practice aligned with The Three Saints Academy Trust;
- identify leaders of the future within the school encouraging, supporting and actively seeking out development opportunities to ensure effective succession planning;

- lead and develop the performance of teaching and support staff, taking action where underperformance is identified;
- manage the appraisal process for all staff making sure that targets and objectives are identified and promote not only the development of the staff but the improvement of teaching and learning in the school to enable pupils to progress;
- encourage and support staff within the school in their professional development, working with the CEO to identify appropriate opportunities;
- with the CEO manage own professional development and actively engage with and seek out areas for improvement;
- work with the CEO to recruit and retain staff of the highest quality to the school;
- with the CEO develop a talented and motivated senior leadership team to drive the school forward;
- identify areas across the school to invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- make recommendations on the applications of teaching staff for Post Threshold, Excellent Teacher and SLE status.

### **Communication and Relationships**

- create, maintain and develop positive and effective working relationships both with and between young people, colleagues, parents and carers, governors, trust members and other stakeholders;
- recognise where relationships between others are not progressing well and taking proactive measures to improve those relationships;
- develop an effective working relationship with both the CEO and the local governing body, advising and reporting to them appropriately in line with agreed schemes of delegation;
- ensure that policies procedures and expectations are shared and communicated with staff, pupils and parents/carers;
- develop relationships with feeder schools to ensure smooth transitions for pupils.

### **Management**

- be accountable for ensuring that the school is a safe place to work and learn and that all Health and Safety requirements are met;
- maintain and promote the school as a safe place for pupils by having all safer recruitment and safeguarding systems in place - ensuring all staff are trained and understand how to keep pupils safe and deter unsuitable persons;
- be responsible for the school premises making sure that they are fit for purpose and identifying future needs;
- ensure that all responsibilities delegated by the CEO are carried out;

- with the CEO and the Local Governing Body create and regularly review a school structure that reflects the school's values and enables management systems, structures and processes to work effectively and efficiently;
- be accountable for the management of the school budget and ensuring value for money and robust and effective financial management systems are in place within the school;
- manage the employment of the staff within the school in accordance with their conditions of employment and current employment legislation;
- manage the procurement of resources for the school in line with school policies and financial frameworks;
- ensure that all resources available to the school are used in ways which are for the promotion and achievement of the school's priorities, values and objectives;
- report regularly to the CEO & Finance Director on all resource matters within the school;
- use all resources available to provide a stimulating curriculum and environment which will prepare pupils for their futures with confidence and determination;

Any other duties or reasonable instructions that are appropriate to the level of the post

This job description should be read with the regard to the provisions in the School Teachers Pay and Conditions Document and the National Standards of Excellence for Headteachers (2015)