

# LUDLOW JUNIOR SCHOOL



**Job title:** Headteacher

**Contract type and hours:** Full time

**Salary range:** L16-22 per annum (Subject to Teachers Terms and Conditions)

**Reports to:** The Board of Trustees

## **Purpose of the job:**

The Headteacher at Ludlow Junior School will provide inspirational leadership, promoting a clear vision for academic excellence, inclusive practice, and holistic pupil development. They will lead the strategic and operational management of the school, ensuring outstanding outcomes for all pupils alongside fostering a supportive and respectful school environment.

The role of a Headteacher generally is clearly defined in the National Teaching Standards which apply to this role. The key responsibilities of this role are however set out below.

## **Key responsibilities:**

### Strategic leadership and school improvement

- Set and communicate a clear vision and ethos for the school, ensuring it aligns with both Ludlow Junior School pupil needs and national priorities.
- Develop and implement school evaluation and improvement plans (SEF and SIP) to address areas of need and drive continuous improvement in pupil outcomes, particularly at Key Stage 2.
- Use data analysis to develop targeted interventions and evaluate the effectiveness of teaching and learning strategies.
- Lead on the formulation and review of strategic policies, ensuring compliance with national legislation and governance standards, working effectively with the governing body to meet strategic goals.

### Teaching, learning, and curriculum development

- Ensure the provision of a broad, balanced, and inclusive curriculum that supports the academic, social, emotional, and physical development of all pupils, including those with special educational needs and disabilities (SEND).
- Lead on curricular innovation by promoting enrichment activities in the arts, sports, and culture to enhance the learning experience.
- Set ambitious expectations for teaching and learning standards, driving improvements in both teaching practice and pupil outcomes through continuous professional development of staff.

### Staff leadership and development

- Inspire and motivate staff at all levels, providing clear guidance and leadership to ensure a positive school culture and ethos.
- Develop leadership at all levels through monitoring, evaluation, and professional development opportunities.
- Ensure effective performance management processes, setting clear objectives for improvement and addressing underperformance.

### School culture and community engagement

- Cultivate a school culture rooted in respect, tolerance, dignity, and inclusion for both pupils and staff.
- Engage parents, carers, and the wider community in shaping the school's provision and development.
- Promote and maintain effective multi-agency partnerships to support vulnerable pupils and improve their learning and well-being.
- Provide strong leadership through visibility and engagement with all school stakeholders.

### Safeguarding and child protection

- As the Designated Safeguarding Lead (DSL), ensure the school complies with all safeguarding legislation, policies, and procedures, fostering a strong safeguarding culture throughout the school.
- Oversee all child protection processes and manage safeguarding concerns effectively in line with Keeping Children Safe in Education (KCSIE) 2024.

# LUDLOW JUNIOR SCHOOL



## Operational and financial management

- Manage the school's resources, including staff, finances, and physical assets, to ensure a well-resourced and safe learning environment.
- Provide oversight on budget planning, financial management, and compliance in accordance with academy and trustee policies.
- Ensure the school meets all health, safety, and legal responsibilities, establishing robust operational systems to maintain a safe environment for all.

## Governance and accountability

- Work collaboratively with the Board of Trustees to review policies, report on school performance, and set strategic direction.
- Maintain accountability as the Accounting Officer (AO) for school finances, ensuring robust financial planning, auditing, and compliance measures are in place.
- Report on school outcomes, including pupil attainment and progress, resource management, and safeguarding, to the relevant authorities.

## Professional knowledge and compliance

- Maintain a thorough understanding of national and local educational policies, ensuring the school stays aligned with curriculum and assessment frameworks, statutory requirements, and emerging trends in education.
- Demonstrate expertise in child protection, financial management, human resources (HR), and health and safety, ensuring compliance with all statutory duties.

---

## Essential qualifications and experience:

1. Qualified Teacher Status (QTS) and a strong academic background.
2. Proven experience of improving outcomes at Key Stage 2.
3. Skilled in school self-evaluation and improvement planning (SEF and SIP).
4. Demonstrated success in strategic school improvement at headship level.
5. Commitment to ongoing professional development in leadership.
6. Ability to engage and develop partnerships across schools and the community.

## Desirable experience and skills:

1. Experience in system leadership and developing cross-school partnerships.
2. Understanding of the academy structure, including financial management, governance, and compliance.
3. Expertise in HR management, asset management, and project delivery.
4. Proven success in innovative curriculum design and enrichment opportunities.

---

## Personal attributes:

- Passionate about inclusive education and achieving excellence for all.
- Strong communicator with stakeholders, aligning them with the school's vision and goals.
- Resilient, adaptable, and reflective leader, able to make decisive actions in the best interest of pupils and the community.
- Ability to inspire and motivate staff and pupils, fostering a collaborative and ambitious school culture.

---

This Headteacher role at Ludlow Junior School offers an exciting opportunity for an experienced and visionary leader to make a significant impact on the school's future success. The successful candidate will have the skills and determination to ensure that every child thrives academically, socially, and emotionally in a safe and nurturing environment.

# LUDLOW JUNIOR SCHOOL



## Headteacher – Person Specification

This person specification outlines the essential and desirable qualities required for the headteacher role at Ludlow Junior School. It should be read in conjunction with:

- The **2024 School Teachers' Pay and Conditions Document (STPCD)**
- The approved **Job Description** for the Headteacher post
- **Keeping Children Safe in Education (KCSiE) 2024**
- Ludlow Junior School's related policies
- The **National Standards for Headteachers**

This specification captures the key **Essential (E)** characteristics applicants must demonstrate, and **Desirable (D)** attributes that would be beneficial.

## Qualifications and Experience

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Qualified teacher status	Strong degree outcome	X	
2	Proven experience of improving outcomes at KS2		X	
3	Skilled in school evaluation and improvement planning	Formulate and evaluate SEF and SIP progress	X	
4	Demonstrated success in strategic school improvement at headship level	Performance data, attendance, survey outcomes	X	
5	Ongoing professional development at leadership level		X	
6	Experience supporting partnership development across schools	System leadership, partnerships, project development		X

## Personal Qualities

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Passion for inclusive and successful teaching and learning	Data, school evaluation, value-added, pupil outcomes, inclusion	X	
2	Strong communication skills with all stakeholders to develop and maintain school vision	Review outcomes, feedback, surveys	X	
3	Excellent interpersonal skills to align stakeholders with the school's ambitious targets	Staff feedback, review outcomes, newsletters	X	
4	Balances compassion with decisive, consistent action in pupils' and community's best interests	Staff development, school improvement	X	
5	Reflective, resilient, and adaptable leadership		X	
6	Inspires and motivates others to bring significant improvement	Team leadership, school performance outcomes	X	
7	Synthesises diverse viewpoints to create appropriate plans, culture, and vision	Reviews, culture and ethos statement, performance indicators		X
8	Cultivates respect, tolerance, dignity, and challenge		X	

## Core Skills

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Proven track record in improving teaching, learning, and inclusion	SEF, SIP, evaluations, reports	X	

# LUDLOW JUNIOR SCHOOL



Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
2	Skilled at data analysis and interpretation for improvement strategies	SEF, SIP, reports, SATs	X	
3	Engages and develops leaders at all levels through rigorous monitoring and evaluation	SEF, SIP, subject planning	X	
4	Works effectively with governing bodies to meet responsibilities in school improvement planning	Strategic plans, SIP, SEF, financial reporting	X	
5	Drives improvement and addresses underperformance to enhance outcomes		X	
6	Manages time effectively while ensuring team welfare and work-life balance	Improvement planning, team structures, annual calendar	X	
7	Strong understanding of academy annual calendar demands, including financial planning			X

## Professional Knowledge and Understanding

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Expertise in developing a broad, inclusive curriculum	SEF, SIP, evaluations, curriculum map	X	
2	Knowledge of national policies, curriculum, and assessment frameworks	SEF, SIP, statutory reports	X	
3	Experience in multi-agency working for supporting vulnerable children	SEF, SIP, SATs, subject planning	X	
4	Expertise in child protection, policy development, and case management	Strategic plans, SIP, SEF	X	
5	Strong financial management skills within academy settings	Budget management, academy annual calendar	X	
6	Skilled in setting high behaviour, personalisation, and inclusion standards	Improvement planning, team structures	X	
7	Analyses performance to plan professional development for staff	Training plans, strategic planning	X	
8	Understands curriculum drivers and national developments to enhance standards	Reading framework, RSHE development		X
9	Understanding of academy partnerships and development opportunities	Partnership outlines, academy plans		X

## Developing an Excellent Pupil Offer

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Ambitious expectations for pupils with SEND, aligned with school vision	SEF, SIP, curriculum plans, pupil data	X	
2	Cultivates culture and practices that support effective learning and attendance	SEF, SIP, SATs, evaluations	X	
3	Provides strong curricular leadership, fostering professional networks for subject leaders	SEF, SIP, subject planning	X	
4	Commitment to enriching curriculum via sports, arts, and cultural opportunities	Strategic plans, SIP, SEF	X	
5	Removes learning barriers through creative use of resources	Improvement planning, team structures	X	
6	Successful innovation in personalised planning to meet high levels of need	Inclusion plans, mentoring, unit development		X

# LUDLOW JUNIOR SCHOOL



Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
7	Extensive DSL experience, supporting safeguarding culture and ethos	Training records, policy development, case resolution	X	

## Developing a Genuine Community Offer

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Plans for engaging stakeholders and shaping provision	SEF, SIP, curriculum maps, pupil data	X	
2	Maintains effective relationships with professionals to improve pupil outcomes	SEF, SIP, SATs	X	
3	Develops school culture, ethos, and vision with stakeholders	SEF, SIP, strategy documents	X	
4	Professional relationships with governance, shaping school direction	Strategic plans, SIP, SEF, mapping opportunities	X	
5	Extends the core offer (wraparound care, holiday provision) for community benefit	Offer maps, outlines, planning		X

## SAT-Specific Skills Requirements

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Development and review of policies for trustee partnership		X	
2	Experience as Accounting Officer (AO) with key budgetary accountabilities	Budget plans, financial validation, strategy projects		X
3	Oversight of school health, safety, and operational compliance	Health and Safety awareness, legislative training		X
4	Expertise in payroll validation, purchasing systems, and audit functionality	Audit awareness, approval processes		X
5	HR management experience, collaborating with SBM or external partners	HR policy awareness, resolution strategies		X
6	Skilled in asset management to improve community and pupil outcomes	Asset management planning, project delivery		X