



Post Title	Head of School
School / Organisation	Avanti Meadows Primary School
Location	Bishop's Stortford
Grade	L12 – L16
Hours	Full-time, 32.5 hours per week
Contract Type	Permanent
	Year-round
Reports to	Executive Principal
Preferred Start Date	September 2026

MAIN PURPOSES OF THE JOB

To be responsible for the day to day running of the school, working in partnership with the Executive Principal and other leaders to create and maintain a positive, enthusiastic and challenging learning environment, dedicated to the well-being of pupils, resulting in excellent progress, high attainment and a positive learning climate for all.

To be accountable and responsible for the effective administration, management and performance of the Primary/Secondary phase of the school by leading and implementing virtues and policies with the expertise needed to promote a vibrant and joyful school life for all pupils.

To work with the Executive Principal and the wider Learning Village leadership teams particularly other Heads of School, to evaluate school performance and identify priorities for continuous improvement, fostering a collaborative approach.

RESPONSIBILITIES OF THE JOB

Leadership and Management

- To work with the Executive Principal in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- Lead the senior leadership team of the school.
- To set the aims and objectives for the school by formulating the School Improvement Plan along with the Executive Principal and the senior leadership team.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
- To be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices.
- To take a leading role in building relationships with parents, carers and the wider community.
- To provide effective leadership and management at all levels.
- Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the Trust.
- To assist the Executive Principal in school self-evaluation and in the effective planning and management of school resources to secure improvements.
- To actively promote equality of opportunity by assisting the Executive Principal in ensuring the school's curriculum provides the best possible education for all its pupils.
- To lead the implementation of the school's appraisal policy, to secure school improvement and individual professional development.



- Identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the other members of the senior leadership team.
- The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and SSC members.
- Be responsible for collating evidence for specific sections of the school's Self Evaluation Form.

Staff Development

- Develop effective professional relationships and good communication, which enable everyone in the school to achieve.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that staff wellbeing is prioritised.
- Ensure effective planning, allocation, support and evaluation of work, establishing clear delegation of tasks and responsibilities.

Inclusive Teaching, Learning and Curriculum

- Maintain a consistent and continuous focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning.
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.
- Provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum.
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum, in order to build on success and identify and act on areas of improvement.
- To carry out teaching duties, as agreed with the Executive Principal, providing a model of excellence for colleagues.
- To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

Other Duties and Responsibilities

- To attend daily and weekly meetings.
- To prepare and present reports, as required to the Executive Principal, SSC, the Trust, LA officers, parents or outside agencies.
- To attend occasional meetings during evening hours
- To promote the safeguarding of children.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
- To operate within the school's equal opportunities framework at all times.
- Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.



PERSON SPECIFICATION			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Qualified teacher status and degree or equivalent professional qualification, evidence of ongoing commitment to CPD.	X	
2.	Proven experience in a leadership role within a primary school or similar educational context.	X	
3.	Proven primary subject or phase leadership including strong Early Years curriculum, planning, assessment skills, and support for underachieving pupils.	X	
4.	Successful experience of developing and implementing effective programmes for the professional development of staff.	X	
5.	Excellent behaviour management, strong verbal and written communication, and the ability to model high standards while working effectively with staff, pupils, parents and wider stakeholders to maintain positive professional relationships..	X	
6.	Ability to use data analysis to identify school improvement priorities and implement effective assessment and reporting systems that inform and enhance teaching and learning.	X	
7.	A good understanding of inclusion and diversity issues and how to promote these practically within the school community to overcome barriers to learning.	X	
8.	A secure knowledge of health, safety and welfare issues, relevant to the school.	X	
9.	A reflective and flexible person able to promote the ethos and values of the school.	X	
10.	The ability to lead and motivate staff and to successfully bring about and manage change.	X	
11.	The ability to work under pressure to tight deadlines by prioritising and using time effectively.	X	
12.	A strong commitment to the safeguarding and welfare of all students, supported by an excellent understanding of safeguarding procedures.	X	
FURTHER INFORMATION			
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - Child Protection & Safeguarding Policy</p>			