



**SLINFOLD CE PRIMARY SCHOOL
AND PRE-SCHOOL**

Responsibility, Respect, Compassion, and Courage

HEADTEACHER:
Mr Iain Campbell

SCHOOL NAME: Slinfold C E Primary School and Pre School

JOB DESCRIPTION : HEADTEACHER

Pay range: Group school, ISR – Leadership Spine Points
L11 (£66,368) to L17 (£76,772)

Responsible to: The Governors (the Local Authority and the Diocese)

Main Purposes of the Job

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.

To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

To carry out the duties set out in the School Teachers' Pay and Conditions Document.

Main tasks

Qualities and Knowledge

1. Articulate and promote the school's distinctive **Christian** aims and ethos by working with governors and school staff to identify, affirm and develop the school's vision.
2. Model exemplary professional behaviour towards pupils, staff, governors and others in the school community in terms of attitude, relationships, integrity and continual professional development.
3. Keep up to date with any proposed or actual changes in legislation, guidance and research that is relevant the school.
4. Keep staff and governors informed of trends in education theory, research and opinion and how these impact on the school's vision and improvement priorities.
5. Engage parents effectively in the education and development of their children.
6. Take direct responsibility for the school's continuous improvement.

7. Demonstrate an up to date understanding of how school leaders make use of public money, the processes that underpin this and how accountability is assured.
8. Oversee and ensure the school's accountability to other agencies that work on behalf of children and families.

Pupils and Staff

1. Track and report on the attainment of all pupils within the school, including disadvantaged individuals and group.
2. Benchmark the school's performance against other schools, both locally and nationally.
3. Ensure the delivery of a broad and balanced curriculum, where all statutory duties are met, with ambitious standards of achievement.
4. Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable, those with special needs or disabilities.
5. Secure excellent teaching through identifying and sharing best practice and appropriate staff development.
6. Energise and inspire colleagues by creating an open culture where success is celebrated, and weaknesses are challenged supportively.
7. Use formal systems such as performance management and informal knowledge of staff aspirations to offer opportunities for wider responsibility in ways that are transparent and equitable to all staff.
8. Oversee and report on a system of performance management that is proportionate to the roles undertaken, but supportive of improving outcomes for children.

Systems and Processes

1. Ensure that key policies are current, accessible and understood by relevant staff and governors, taking action to address any oversights or weaknesses where these occur.
2. Deploy staff effectively, having regard for personnel policies and equality of opportunity.
3. Create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
4. Seek views and consider feedback from pupils, staff and families.
5. Hold all staff to account for their professional conduct and practice or establish systems for other senior leaders to do so.
6. Provide appropriate support and challenge to governors, providing timely, accurate and transparent information to enable them to carry out their strategic role.
7. Respond positively to appropriate challenge and support from governors.
8. Be accountable for pupils' achievement; progress and attainment.
9. Balance the long term needs of the school with the priorities in the current improvement plan.
10. Adhere to the Schools Financial Value Standard (SFVS) in deployment of budgets and resources, both human and material.
11. Demonstrate effective leadership in agreeing improvement priorities and effective management in executing the agreed plans.
12. Develop a culture and systems that make roles and responsibilities clear and manageable, whilst holding all staff to account for the expected outcomes.
13. Delegate staff responsibilities effectively.

The Self-Improving School System

1. Make use of external benchmarking or partners to evaluate any innovation and to moderate the school's own methods.
2. Identify and develop future leaders.
3. Participate in and contribute to local and national leadership improvement opportunities.
4. Create systems that allow the school to engage effectively with agencies and bodies such as: other schools; social care; health authorities and businesses.
5. Model, develop and disseminate good practice.

The Christian Character of the School

1. Ensure that the distinctive Christian vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all.
2. Demonstrate Christian vision and values in everyday work and practice.
3. Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
4. Promote the school and develop mutually beneficial relationships with the wider community, including the parish church(es) and other local churches.
5. In VA schools : Be a practising Christian and communicant members of churches who are part of Churches Together and/or the Evangelical Alliance

The closing date for applications is 12 noon on 1st November 2026.

Shortlisting will be 9th November 2026

Interviews will be held on Thursday 19th and Friday 20th November 2026.

A completed application form and supporting letter should be submitted via email to bcole@slinfold.w-sussex.sch.uk or to Governors, Slinfold CofE Primary School, The Street, Slinfold, Horsham, West Sussex RH13 0RR.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants must be willing to undergo screening including checks with past employers and an enhanced DBS check.

