


JOB DESCRIPTION

# Headteacher

## Job description and person specification

## Jubilee Primary School · Tulse Hill, Lambeth

**SALARY**
ISR L18–L24 · £88,930 – £100,951

**CONTRACT**
Permanent, full time · Job-share welcome

**START**
April or September 2027

# Post details

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|---|---|
| **Post** | Headteacher |
| **School** | Jubilee Primary School, Lambeth – a local-authority maintained primary school |
| **Employer** | London Borough of Lambeth (on behalf of the Governing Board) |
| **Pay** | Leadership pay range ISR L18–L24 (£88,930 – £100,951), Inner London; set under the STPCD plus Inner London Area allowance |
| **Contract** | Permanent, full time. Applications for job-share or co-headship are welcome |
| **Start date** | From April 2027 (if available at that time and accounting for notice period) or September 2027 |
| **Responsible to** | The Governing Board of Jubilee Primary School |
| **Responsible for** | All staff and pupils at the school |
| **Pension** | Teachers' Pension Scheme |

This job description should be read alongside the professional duties of a headteacher in the current School Teachers' Pay and Conditions Document (STPCD) and the DfE *Headteachers' Standards 2020*. Candidates should consider these in relation to Jubilee Primary School.

# Job purpose

The headteacher provides inspiring, ethical leadership so that every child at Jubilee – including those in our nursery and our resource base for deaf children – achieves well and thrives.

Working with the Governing Board, the headteacher sets the school's vision and strategic direction, leads teaching and learning, manages staff, budget and premises, and is accountable for pupil outcomes, safeguarding and the day-to-day running of the school.

## Scope and context

Jubilee is a community primary school in Tulse Hill for pupils aged 3–11, with around 330 pupils on roll, a high proportion of pupils eligible for free school meals, and a 24-place resourced provision for pupils with hearing impairment and autism. The headteacher leads a senior leadership team including the Deputy Headteacher, and works closely with Lambeth Council and local schools.

# Key responsibilities

Responsibilities are grouped under the DfE Headteachers' Standards and build on the school's previous job description.

### 1 Vision, culture and ethos

- Articulate, share and embed a clear vision for Jubilee, and translate it into objectives and operational plans that sustain school improvement.
- Model the school's values in everyday practice, creating a positive, inclusive culture where staff and pupils feel valued.
- Ensure strategic planning reflects the diversity, values and experience of the school and its community.
- Use creativity, innovation and appropriate technology to pursue excellence.

### 2 Curriculum, teaching and assessment

- Keep a consistent, school-wide focus on pupils' achievement, using data and benchmarks to track every child's progress.
- Lead a broad, ambitious curriculum from Early Years to Year 6, with an effective assessment framework.
- Secure high-quality teaching through monitoring, evaluation, coaching and evidence-informed practice.
- Set high expectations and stretching targets, and challenge underperformance with timely action and follow-up.

### 3 Behaviour and attendance

- Establish and sustain high standards of behaviour and attendance through clear, consistently applied policies.
- Build a culture of challenge and support in which all pupils engage in their own learning.

### 4 Additional and special educational needs and disabilities

- Hold ambitious expectations for all pupils with SEND, including those in the resource base for deaf children.
- Ensure pupils with SEND can access the curriculum and learn effectively, with support and adaptation where needed.
- Work in partnership with parents, carers and professionals to identify and meet pupils' needs.
- Ensure the school meets its statutory duties under the SEND Code of Practice.

## 5 Professional development and working with others

- Treat people fairly, equitably and with dignity, building a collaborative learning culture.
- Lead effective induction, professional development and appraisal for all staff, including early career teachers.
- Delegate clearly, celebrate achievement and act when performance is unsatisfactory.
- Manage workload -- your own and others' -- to support staff wellbeing and work--life balance.

## 6 Organisational management

- Create structures, systems and policies that reflect the school's values and meet legal requirements.
- Manage the school's finances and human resources efficiently, securing value for money and a balanced budget.
- Recruit, retain and deploy staff effectively, following safer recruitment practice.
- Maintain a safe, well-run environment that meets curriculum needs and health and safety law.
- Use technology effectively to manage the school.

## 7 School improvement

- Lead rigorous self-evaluation and produce clear, evidence-based school improvement plans.
- Manage change carefully, taking account of national and local policy and the school's context.

## 8 Working in partnership and strengthening community

- Build a curriculum and culture that draw on the richness and diversity of Jubilee's communities.
- Challenge racism and other prejudice, and deal effectively with harassment.
- Build strong partnerships with parents and carers to support pupils' achievement and personal development.
- Work with other agencies for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and families.
- Work with other schools and Lambeth Council to share effective practice and strengthen the wider system.

### 9 Governance and accountability

- Work with the Governing Board, providing information, objective advice and support so it can meet its responsibilities.
- Give a clear, accurate account of the school's performance to governors, parents, carers, the local authority and Ofsted.
- Ensure individual staff accountabilities are clearly defined, agreed and reviewed.
- Reflect on your own contribution and act on feedback.

## Statutory duties and compliance

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|---|---|
| **Safeguarding** | Lead a strong culture of safeguarding in line with *Keeping Children Safe in Education* and Lambeth Safeguarding Children Partnership procedures, ensuring effective designated safeguarding lead arrangements, safer recruitment and staff training. |
| **Equality** | Implement the school's and the Council's equality policies, meet the Public Sector Equality Duty under the Equality Act 2010, and actively tackle unlawful discrimination. |
| **Health and safety** | Take reasonable care for your own health and safety and that of others, and ensure the school complies with health and safety legislation and procedures. |
| **Data protection** | Ensure the school meets its obligations under UK GDPR and the Data Protection Act 2018 for the security and accuracy of personal data. |
| **Professional duties** | Carry out the headteacher's professional duties set out in the current STPCD and uphold Part Two of the Teachers' Standards (personal and professional conduct). |

This job description may be reviewed by the Governing Board in consultation with the postholder to reflect the changing needs of the school.

# Person specification

**E** Essential **D** Desirable **A** Application **I** Interview **T** Selection tasks **R** References

| Area | Criteria | E/D | Assessed by |
|---|---|---|---|
| **Qualifications** | Qualified Teacher Status | **E** | **A** |
| | Evidence of recent leadership professional development | **E** | **A, I** |
| | Designated safeguarding lead and safer recruitment training (or willingness to complete) | **E** | **A** |
| | NPQH or equivalent leadership qualification | **D** | **A** |
| **Experience** | Successful primary teaching experience across more than one key stage | **E** | **A, R** |
| | Substantial senior leadership experience (headteacher, deputy or assistant head) with a measurable impact on outcomes | **E** | **A, I, R** |
| | Managing a school budget and staffing structure | **E** | **A, I, T** |
| | Leading improvement in a school serving a diverse, disadvantaged community | **D** | **A, I** |
| | Leading or working with SEND resourced provision, including for deaf pupils | **D** | **A, I** |
| **Knowledge** | The Headteachers' Standards, Ofsted framework and current national and local education policy | **E** | **I, T** |
| | Curriculum design, assessment and evidence-informed teaching from EYFS to Year 6 | **E** | **I, T** |
| | Statutory safeguarding (KCSIE), SEND Code of Practice and equality duties | **E** | **A, I** |
| | School finance, HR and governance in a maintained school | **E** | **I, T** |
| **Skills** | Builds and communicates a compelling, shared vision | **E** | **I, T** |
| | Analyses data to raise standards and challenges underperformance | **E** | **T, I** |
| | Develops, empowers and holds staff to account; manages conflict fairly | **E** | **I, R** |
| | Communicates clearly and builds trust with pupils, parents, staff and governors | **E** | **I, T** |
| **Personal qualities** | Commitment to inclusion, equity and every child's right to achieve | **E** | **A, I** |
| | Resilience, integrity and the Nolan Principles of public life | **E** | **I, R** |
| | Visible, approachable and engaged with the local community | **E** | **I, T** |
| **Safeguarding** | Clear commitment to safeguarding and promoting the welfare of children | **E** | **A, I, R** |

The post is subject to an enhanced DBS check with barred list check and the pre-employment checks set out in *Keeping Children Safe in Education*.


EMAIL
admin@jubilee.lambeth.sch.uk

TELEPHONE
020 8678 6530