



# Longmoor

Community Primary School

## Job Description – Headteacher

<b>Job Title:</b>	Headteacher
<b>Employer:</b>	Longmoor Community Primary School
<b>Job Type:</b>	Leadership
<b>Phase:</b>	Primary (including Nursery)
<b>NOR:</b>	434 (including 38 Nursery)
<b>Grade/ Salary :</b>	L17-L24 (£76,772 - £90,255)
<b>Responsible to:</b>	School Governing Board
<b>Responsible for:</b>	The Strategic leadership and operational management of the school
<b>Contract:</b>	Permanent, Full Time
<b>Location:</b>	Liverpool
<b>Start Date:</b>	<b>January 2027</b>
<b>Closing Date:</b>	<b>Friday 19<sup>th</sup> June 2026</b>

### Purpose of the role

The Headteacher will provide strategic, professional and operational leadership for Longmoor Primary School. The postholder will build on and elevate the school's current direction of travel, preserving what is strong while leading the next phase of improvement with care, precision and ambition. The Headteacher will work in partnership with governors, staff, pupils, parents and the wider community to secure excellent outcomes, strong safeguarding, inclusive practice and a culture in which every child can thrive academically, personally and socially.

### Core responsibilities

#### 1. Strategic leadership and school improvement

- Provide clear vision, direction and leadership for the school, rooted in Longmoor's values and context.
- Lead the school's next phase of improvement through precise, evidence-informed planning and implementation.
- Build on existing strengths rather than pursue unnecessary change.



# Longmoor

Community Primary School

- Communicate priorities clearly and involve staff appropriately in shaping and delivering improvement.
- Promote the school confidently within the community and wider local landscape.

## **2. Safeguarding and pastoral leadership**

- Establish and sustain an open, vigilant and positive safeguarding culture in which safeguarding is everyone's responsibility.
- Ensure all safeguarding, child protection and safer recruitment duties are carried out rigorously, proactively and in a timely manner.
- Maintain strong systems, record-keeping, staff training and multi-agency working.
- Ensure pupils and staff feel safe, listened to and supported.
- Lead behaviour, attendance and pastoral systems that are clear, consistent, humane and effective.

## **3. Inclusion, SEND and vulnerable pupils**

- Champion high expectations for all pupils, including pupils with SEND, disadvantaged pupils, EAL learners and vulnerable groups.
- Ensure staffing structures, systems and training support inclusive practice across the whole school.
- Secure early identification of need, effective provision planning and strong partnership with parents and external professionals.
- Oversee the effective and accountable use of SEND and pupil premium funding.

## **4. Curriculum, teaching and assessment**

- Lead an ambitious, knowledge-rich curriculum rooted in strong foundations and responsive to the age, stage and needs of pupils.
- Ensure the curriculum remains inclusive, meaningful and well implemented, including in the early years.
- Monitor and improve the quality of teaching, learning and assessment across the school.
- Promote strong communication, language and oracy development across the curriculum.
- Use assessment and school performance information intelligently to identify priorities, measure impact and improve outcomes.

## **5. Attendance, behaviour and culture**

- Lead a supportive, personalised and strategic approach to attendance, including early help for families and reduction of persistent absence.
-



# Longmoor

Community Primary School

- Maintain a calm, respectful and ambitious culture with clear expectations, consistency, accountability and support.
- Ensure behaviour systems are understood, fair and well implemented by staff, pupils and families.

## **6. Staff leadership, development and wellbeing**

- Lead, motivate and develop staff at all levels, creating a culture of trust, professional growth and shared responsibility.
- Provide professional development opportunities for all staff, not just a select few.
- Ensure performance management is collaborative, purposeful and linked to school priorities.
- Promote staff wellbeing and manage workload sensibly, avoiding unnecessary duplication or burdensome systems.
- Develop leadership capacity and delegate effectively.

## **7. Partnership with governors, parents and the community**

- Work in transparent and constructive partnership with the Governing Board, valuing support and robust challenge.
- Provide clear Headteacher reports and updates to governors on school improvement priorities, risks, progress and impact.
- Improve communication with parents through clear, regular and timely engagement.
- Foster a welcoming school environment and encourage meaningful parental involvement in learning and school life.
- Work with local organisations and partner schools where this benefits pupils and families.

## **8. Financial and operational leadership**

- Lead the day-to-day management of the school effectively and efficiently.
- Ensure responsible financial stewardship, strategic resource allocation and value for money.
- Oversee staffing deployment so that provision matches the needs of pupils.
- Ensure compliance with statutory duties, policies and procedures.

## **General**

- The Headteacher will carry out duties in line with the School Teachers' Pay and Conditions Document, relevant legislation and statutory guidance.
- The postholder will undertake such other duties as may reasonably be required by the Governing Board, commensurate with the role.



# Longmoor

Community Primary School

- This job description may be reviewed periodically in consultation with the postholder to reflect the needs of the school.

## **Safeguarding statement**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Headteacher is expected to lead by example in creating and sustaining a strong safeguarding culture.**

*Longmoor Community Primary School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation or religious belief.*