



**DRAYTON GREEN AND ST  
JOHN'S  
PRIMARY SCHOOLS  
FEDERATION**

Established 13 April 2026



**TITLE OF POST:** HEAD OF SCHOOL Drayton Green Primary School

The post holder may also be required to work across the federation

**SALARY SCALE:** L12-L16 (Inner London) Negotiable for the right candidate

**CONTRACT TYPE:** Permanent and full time, option for Fixed Term

**REPORTING TO:** Executive Headteacher

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**JOB PURPOSE:** Reporting to and working alongside the EHT to provide effective leadership and management for the schools in The Drayton Green and St John's Primary Schools Federation, securing success and continuous improvement across all schools, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements.

**ACCOUNTABILITIES:** To be met in accordance with the provisions of the School Teacher's Pay and Conditions Document and within the range of headteachers' duties set out in that document, and the National Standards for Headteachers.

The Head of School will, under the direction of the EHT

**Be responsible for the day-to-day management of the school**

**Shape the Future by** establishing, implementing and regularly evaluating a strategic plan that inspires and motivates all stakeholders, which ensures pupils achieve high standards and develop in all aspects of their education and reflects the needs of both schools and their communities

**Lead Learning and Teaching**

- Set high expectations and challenging targets, monitoring effectiveness and evaluating outcomes
- Ensure both/all schools focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and ensuring corrective action
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community
- Ensure that all staff are equipped to implement strategies to secure high standards of behaviour and attendance

**Lead and Manage the Organisation**



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- Work with governors and senior colleagues to recruit, induct and develop high quality staff within safer recruitment guidelines
- Manage, deploy and develop staff to secure the quality of education and pupils' achievement
- Review and manage human resources identifying how to make best use of sharing resources across schools in the partnership
- Review all relevant policies to ensure that they enable effective change to take place
- Regularly evaluate the allocation of roles, responsibilities to ensure these underpin the best possible learning environment and highest standards

### **Safeguarding**

- Ensure that there are effective, robust safeguarding procedures in place, which cover all statutory requirements, including effective reporting systems.
- Take responsibility for ensuring that all staff understand and follow safeguarding policies and procedures
- Ensure that all teaching and support staff are fully inducted in, and made aware of, the school safeguarding procedures including knowing the names of the designated safeguarding leader and the Deputy safeguarding leader
- Be responsible for monitoring that all policies and procedures are followed by all teaching and support staff
- Ensure that the designated safeguarding lead in each school is given the appropriate resources to carry out the duties of that role effectively and is sufficiently supported by deputy designated leaders

### **Developing Self and Others**

- Build a collaborative learning culture within and across the schools the school and actively engage with other local schools in order to build effective learning communities.
- Ensure effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review for all staff
- Set high expectations for all and address underperformance using the relevant process and procedures to do so
- To act as a role model for the highest professional standards
- Regularly self-evaluate, set personal targets and take responsibility for own personal professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community
- Ensure both self and others achieve an appropriate work/life balance



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- Build effective professional working relationships with all staff so as to motivate them and enable them to carry out their respective roles effectively

### **Securing Accountability**

- Using school self-evaluation processes, to report on the schools' performance and continuing improvement to inform future school improvement planning
- Be legally and contractually accountable to the governing body
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management
- Develop and present an accurate account of the schools' performance to a range of audiences including governors, parents and carers, Local Authority, and Ofsted.

### **Strengthening Community**

- Establish strong working relationships between the schools in the partnership
- Share expertise and bring mutual benefits to all in the two partnership schools through close collaboration
- Ensure learning experiences for pupils are linked and integrated with the wider community, local, national and global
- Build a school culture and curriculum that takes account of the richness and diversity of the schools' communities
- Create and promote positive strategies for challenging all forms of prejudice and harassment
- Promote the concept of lifelong learning and family engagement with learning through partnership
- Manage effective relationships with all stakeholders and partners

### **Other**

- Take responsibility for the performance management of all support staff
- Undertake such other duties as the executive headteacher from time to time may direct

The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and federation policies.

### **Note**

This job description does not form part of your contract of employment. It has been prepared for the purpose of school organisation and may be subject to change in line with contractual amendments or organisational developments within the school. Any changes will be made following appropriate consultation.



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*All members of staff are expected to take responsibility for their work, encourage and accept feedback from colleagues and line managers and respond to or adapt to change as required. We expect all members of staff to continue to learn and develop as professionals, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in the performance management process.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks involved in this role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the executive head teacher.*

### **PERSON SPECIFICATION**

The following outlines the key skills and experience we are looking for in the Head of School of St John's Primary School and Drayton Green Primary school, and our selection decision will be based on the criteria detailed below.

Candidates are asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact. Your supporting statement should be no more than four A4 pages long in Arial point size 11 or equivalent.

Please note that we may cover the criteria addressed in your application on the interview and assessment days.

	<b>Essentials</b>	<b>Form of Assessment</b>
<b>QUALIFICATIONS &amp; TRAINING</b>	1. Degree and Qualified Teacher Status.	<b>Application Form</b>
	2. Evidence of a commitment to your own continuous professional development and the successful completion of Postgraduate study (e.g., NPQH, MA in Education), if held.	<b>Application Form</b>
	3. Appropriate Child Protection Training and understanding of relevant CP legislation.	<b>Application Form</b>
<b>KNOWLEDGE, SKILLS, AND EXPERIENCE</b>	4. A track record of proven, successful senior leadership and management experience in a comparable urban primary school or similar setting as a Headteacher, Head of School, Assistant Headteacher or Deputy Head.	<b>Application Form/Interview/Assessment</b>
	5. Proven record of developing and implementing strategies for raising achievement and achieving excellence for children, staff, and self, appropriate knowledge of highly effective teaching and learning practices.	<b>Application Form/Interview/Assessment</b>
	6. Ability to plan strategically for school improvement and successfully manage the implementation of change initiatives.	<b>Interview/Assessment</b>
	7. Ability to use data analysis effectively to drive school improvement and target setting.	<b>Application Form/Interview/Assessment</b>



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	8. The ability to define appropriate professional boundaries and to operate at a strategic level.	<b>Application Form/ Interview/Assessment</b>
	9. Knowledge of current educational issues, including national policies, priorities, and legislation.	<b>Application Form</b>
	10. Effective strategies for maintaining and developing high standards of attainment, behaviour and attendance.	<b>Application Form/Interview/ Assessment</b>
	11. Knowledge of principles and practice of educational inclusion and access.	<b>ApplicationForm/</b>
	12. Experience of effectively managing staff, including recruitment and selection, assessing the performance of others and identifying, challenging and managing underperformance.	<b>ApplicationForm/ Interview/ Assessment</b>
	13. Proven experience of a commitment to staff professional development, developing and empowering staff to improve their practices to sustain school improvement.	<b>Application Form/ Interview/ Assessment</b>
	14. Quality assurance systems, including school review, self-evaluation, and performance management.	<b>ApplicationForm/ Interview/Assessment</b>
	15. Secure knowledge and understanding of legal issues relating to managing a school, including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation.	<b>Interview/Assessment</b>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	16. Provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its center.	<b>Application Form/ Interview/ Assessment</b>
	17. Work in partnership with the Governing Body in taking the school forward.	<b>Application Form/Interview/ Assessment</b>
	18. Ability to lead by example and aim to inspire, motivate, influence, and empower staff, children, and parents.	<b>Application Form/Interview/ Assessment</b>
	19. Set priorities and agree, and achieve ambitious goals and targets.	<b>Interview/Assessment</b>
	20. Create an environment in which staff accept their responsibility for children's learning outcomes.	<b>Interview/Assessment</b>
	21. The ability to be well organized and adaptable to unforeseen change	<b>Application Form/Interview/ Assessment</b>
	22. Build and maintain effective relationships and communicate appropriately with governors, staff, children and parents.	<b>Application Form/Interview/ Assessment</b>

**Signature of Post holder** \_\_\_\_\_ **Date:** / /

**Signature of Headteacher** \_\_\_\_\_ **Date:** / /