



## Infant Head of School

Farnham Common Village Schools are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

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|-------------------------------|---|
| <b><u>Job Title:</u></b>      | Head of School (HoS)                            |
| <b><u>Responsible to:</u></b> | Executive Head Teacher and Governing Board      |
| <b><u>School:</u></b>         | Farnham Common Infant School                    |
| <b><u>Pay Range:</u></b>      | Leadership Pay Range 7 – 11 (£57,831 - £63,815) |

### Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* and the school's own policy
  - Under the overall direction of the Head Teacher play a lead role:
    - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
    - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
    - proactively manage staff and resources
  - Establish the policies through which they should be achieved.
  - Take responsibility for the operational day to day running of the school.
  - Take full responsibility for the schools in the absence of the Head Teacher. For HR, strategic these must be discussed with the Head Teacher or the Chair of Governors. For safeguarding these need to be discussed with the DSL on site.
  - Carry out the professional duties of a teacher as required
  - Manage staff and resources
  - Take responsibility for child protection and safeguarding issues as appropriate
  - Take responsibility for promoting and safeguarding the welfare of children and young people across the federation
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### Duties and responsibilities

#### Shaping the future

- In partnership with the Head Teacher and governors establish and implement an ambitious vision and ethos for the federation
- Play a leading role in formulating, implementing, monitoring and reviewing the school self-review cycle, SEF, SIP and strategic plan
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others



- In partnership with the Head Teacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and considered
- In partnership with the Head Teacher manage school resources
- Take responsibility for teaching, learning and behaviour within the school, leading, delegating and reporting to the Head teacher, implementing and supporting the Performance Management process as a reviewer.
- Working as part of the Governing Body to move the school forward

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Head Teacher to raise standards through staff performance management
- Support the Head Teacher in leading the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Monitor and evaluate, in conjunction with other colleagues, the implementation of the curriculum across the whole Federation.
- Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the head teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including learning walks to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Moderate children's work and feedback outcomes to the Head teacher and implement necessary actions as a result
- Monitor the progress of groups of children – gender, SEN, ethnic minority, PP, More Able and target groups
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Organise and support the induction of staff new to the school and those being trained within the school
- To work collaboratively with the Head Teacher to develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning
- Lead and coordinate the administration of the statutory assessments across the Federation

### **Developing self and others**

- Support the development of collaborative approaches to learning within the schools and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers across the federation in the absence of the Head Teacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Head Teacher to provide an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the development and delivery of training and support for staff
- Lead the annual appraisal process for all identified support and teaching staff



### **Managing the organisation**

- Be a positive role model to the whole school community
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- To undertake any professional duties, reasonably delegated by the Head Teacher
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Head Teacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure the day-to-day effective organisation and running of the federation including the deployment of staff as appropriate

### **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities regarding the Federation's performance and standards
- Support the Head Teacher in reporting the Federation's performance to its community and partners
- Take responsibility for promoting and safeguarding the welfare of children, young people and staff within the school

### **Strengthening community**

- Work with the Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

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

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 that the Assistant Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or Governing Body.



## Person specification

| CRITERIA                           | QUALITIES  |
|------------------------------------|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• Safer Recruitment Training completed</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience [minimum of 5 years]</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>  |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>   |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul> |

### Notes:

This job description may be amended at any time in consultation with the post holder.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

**Last review date:** November 2024

**Next review date:** November 2025

**Signature of Post Holder** \_\_\_\_\_ **Date** / /

**Signature of Head Teacher** \_\_\_\_\_ **Date** / /