



JOB DESCRIPTION

Post Title:	Head of School	Grade :	L16-L20
Responsible to:	Executive Head Teacher		
Responsible for:	Deputy Head Teacher/Assistant Head Teacher, Officer Manager / PA, Teachers and Support Staff		
Main purpose of the job:			
<p>The Head of School will:</p> <ul style="list-style-type: none"> ● Fully support, communicate and promote the vision of the Trust and strive for “Excellence Every Day” ● Embed the school values through professional conduct and behaviours, language and the curriculum model which supports them ● Be a visible leader ● Hold self and staff to account for the school’s outcomes and impact ● Establish and sustain the school’s ethos and strategic direction together with the CEO and Trust Board and through consultation with the school community ● Establish and oversee systems, processes and policies so the school can operate effectively ● Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context ● Make sure these school improvement strategies are effectively implemented ● Monitor progress towards achieving the school’s aims and objectives ● Allocate financial resources appropriately, efficiently and effectively <p>Qualities</p> <p>The Head Teacher will:</p> <ul style="list-style-type: none"> ● Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct ● Build positive and respectful relationships across the school community ● Serve in the best interests of the school’s pupils and put pupils first ● Understand that time is precious and pace of change and progress paramount ● Commit to a culture where everyone is valued and differences are celebrated, embracing diversity, equality and inclusion <p>School culture and behaviour</p> <p>The Head Teacher will:</p> <ul style="list-style-type: none"> ● Create a culture where pupils experience a positive and enriching school life and access new experiences which widen their horizons ● Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life ● Promote high expectations and aspiration which encourage achievement and accelerated progress 			

- Ensure a culture of staff professionalism
- Promote ambition for the organisation, the staff and the pupils
- Be explicit with staff on accountabilities and hold staff to account, having challenging conversations where needed to address poor performance or conduct
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy and promote a restorative approach which recognises the principles of trauma informed practices

Duties and Responsibilities:

Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils
- To work in partnership with the Local Advisory Committee, Trustees, staff and parents generating the ethos and values which will underpin the school
- To accurately assess performance through the SEF and implement a Development Plan which will secure continuous school improvement
- To monitor and evaluate the performance of the school and respond and report to the LAC as required and also provide headline information for the Trust Board
- To ensure that management, finances, organisation and administration of the school supports its vision and aims
- To ensure that school policies and practices take account of national, local and school requirements and are aligned to overall Trust policies / policy statements
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school, and being prepared to hold staff to account in meeting these targets
- To demonstrate a commitment to working collaboratively with other schools within the Trust and build partnerships with wider networks in continually sharing good practice and innovation
- To demonstrate commitment to the overall strategic direction of the Trust, its growth and development, and be pro-active in connecting externally to support this ambition

Teaching and learning

- To create an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour
- Organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met and alignment with the Trust vision achieved
- Ensure that pupils develop resilience, perseverance and determination in order to engage with learning, overcome barriers and learn more effectively with increasing independence
- Ensure the personal, social and moral development of pupils is embedded in the curriculum
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through daily learning walks, coaching and development sessions, book reviews and analysis of progress and achievement data

- Implement positive strategies and programmes which ensure good pupil behaviour and address unmet needs through effective SEND systems, training and support, underpinned by restorative practices
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development
- Promote extra-curricular activities and embed enrichment opportunities in the curriculum as part of the commitment to a "Pupil Passport" which reflects the vision of the Trust to broaden pupils' horizons, increase personal agency and enable pupils go beyond their lived experiences

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting and in line with the coaching ethos of the Trust
- Ensure staff have access to appropriate, high standard professional development opportunities and hold staff accountable for their own professional development and upskilling in line with performance management and their job roles
- Promote and monitor the continuing professional development of staff, including the induction of Early Career Teachers
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Head Teacher
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Head Teacher would benefit from further training and undergoing such training
- Ensure that a Deputy Head Teacher or suitable person, assumes responsibility for the discharge of the Head Teacher's function at any time when absent from school
- Develop good working relationships with Trustees, governors, staff, pupils, parents/carers and the community. Manage staff well with due attention to workload through the promotion of smarter working and being focused on the activities which match the needs of the school
- Be a visible presence throughout the day, undertaking learning walks daily and being seen at the start and end of the day on almost all occasions
- Delegate appropriately and have a complete overview on the operational management of the school each day

Efficient and effective deployment of staff and resources

- Work with the CEO and senior colleagues to recruit and retain staff of the highest quality
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Ensure the school environment is motivating, innovative, calm and communicates success as achievable for all learners

- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided and to develop career pathways which support succession planning across the Trust
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- Manage absence effectively and within policies in order to sustain "Excellence Every Day" for all children
- Ensure that lessons are covered by suitably qualified and experienced staff for PPA and release time and be available to support the cover of lessons where required

Accountability

- Develop an organisation in which all the staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Trustees, governors, the local community, OFSTED and others to enable them to play their part effectively
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement
- Provide information, objective advice and support to the Trustees and Local Governors to enable them to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- Carry out any such duties as may be reasonably required by the CEO
- Ensure the school complies with relevant legislation and statutory regulation

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Head Teacher will act as the Lead DSL and delegate responsibility for the administration of this role to the Trust Safeguarding and Attendance Lead, working collaboratively and communicating daily to ensure safeguarding is robust.

Other areas of responsibility

The Head Teacher should ensure that:

- The policies and procedures adopted by the Trust are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Signed by:	Post holder:	Date:
	Line Manager:	Date:
Last review date	May 2022	
Next review date	Dec 2024	

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and procedures including the use of digital platforms for recording and reporting within acceptable timescales. The teacher will also be expected to adhere to the staff code of conduct and the Staff Handbook.

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



PERSON SPECIFICATION

Qualifications and experience
<ul style="list-style-type: none"> ● Qualified teacher status ● Degree ● National professional qualification for headship (NPQH) ● Evidence of continuing professional development relevant to educational leadership ● Successful leadership and management experience in a school (5 years minimum) ● Teaching experience ● Significant involvement in school self-evaluation and development planning ● Demonstrable experience of successful line management and staff development ● Experience of holding others to account ● Demonstrate an understanding of school finance and budget management
Skills and knowledge
<ul style="list-style-type: none"> ● Data analysis skills, and the ability to use data to set targets and identify weaknesses ● Demonstrate knowledge and understanding of the current national education agenda ● Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to make rapid improvement ● Understanding of school finances and financial management ● Be able to communicate orally and in writing to a range of audiences in an effective manner ● Ability to communicate a vision and inspire others ● Ability to build effective working relationships

- Ability to lead and manage colleagues to working both individually and in teams
- Demonstrate a willingness to seek advice and support when necessary
- Evidence of an ability to manage personnel matters

Personal qualities

- Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Demonstrate an ability to make judgments and take decisions based on evidence and information
- Demonstrate a willingness to think creatively and imaginatively to solve problems and identify opportunities
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding
- Commitment to equality, diversity and inclusion
- Be able to prioritise and manage time effectively
- Be able to work under pressure and meet deadlines
- Willingness to innovate or explore new opportunities
- Measured response to challenging situations
- Desire to always improve and evidence of ambition for self, staff and pupils