



Roots Federation

EDUCATIONAL EXCELLENCE FOR EARLY YEARS

HEAD OF SCHOOL JOB DESCRIPTION

Educational Excellence

The Head of School will ensure that their leadership demonstrates commitment to promoting and developing good practice through the search for excellence in all areas of its work.

Main purpose

- Under the direction of, and in conjunction with the Executive Headteachers, formulate the aims and objectives of the school
- Undertake the professional duties of Head of School reasonably delegated by the Executive Headteachers
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD) and work within Conditions of service for school teachers in England and Wales

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

- Work within the federation to articulate and promote the educational vision and values for the School which take account of the school's diversity, values and the communities it serves.
- Model the vision and values in everyday work and practice.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve better outcomes for staff and pupils.

The Head of School will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a Teacher;

- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school
- Provide leadership and management of teaching and learning throughout the school
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to school improvement and ensuring effectively action towards priorities
- Work closely with the Executive Headteachers to ensure that the school offers a high quality and engaging curriculum for its pupils
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures
- Be an active participant of the Federation Leadership Team

- Take on the role of Senior DSL for the school.

Teaching and Learning:

- Be responsible for the quality of the teaching and learning across the school.
- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement, using a range of assessment methods to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the Federation's agreed values in their response to the needs of vulnerable individuals.
- Implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils and the wider community, underpinned by an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

DEVELOPING SELF AND WORKING WITH OTHERS

The Head of School's relationships with pupils, parents/carers and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon his/her own potential for growth and that of others.

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the school's agreed vision and values.
- Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school community and actively engage with other schools, especially the federated schools, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Give and accept support from colleagues, governors and the Local Authority.
- Have regard for the well-being of themselves and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

MANAGING THE ORGANISATION

In Partnership with the Executive Head Teachers, the Head of School is responsible for ensuring that key principles and priorities for the school are evident in its organisation and management.

- Be responsible for the day to day running of the school.
- Ensure that all expenditure is inline with the budget, supported by the Executive Headteacher and Finance Manager
- Create and implement clear, evidence based improvement plans for the development of the school and its facilities.
- In partnership with the Executive Head Teachers, manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and effectively to meet the needs of the current cohort.
- Facilitate support for staff with managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance appraisal processes with all staff.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive community.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

SECURING ACCOUNTABILITY

- The Head of School accounts to the Executive Head Teachers, parents/carers and the school's community for the fulfilment of the school's vision and its educational success.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data sets are used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to the Headteachers and external advisors
- Participate in arrangements for review of their performance, reflecting on their personal contribution to school achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

- In Partnership with the Executive Head Teachers, the Head of School is responsible for sharing the vision of the school to the local and community and beyond. They will collaborate with the federated schools and beyond, as well as with the wider educational system, for the benefit of their own community and others.
- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.

- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Ensure the provision of learning experiences for pupils are linked into and integrated with, the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.

The range of responsibilities listed above is not exhaustive and is subject to change at the direction and direction of the Executive Head Teachers.