

Job description – Head of School

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Summary of the role:

To improve outcomes, transform lives and enable social mobility.

- To live the vision and values
- Management and day-to-day operations of the school
- Working with the Executive Principal, share the responsibility for the success of the Academy
- Provide the leadership and management which enables the school to give every student high quality education, and which promotes the highest possible standards of achievement and well-being
- Communicate the school vision and drive the leadership, empowering all students and staff to excel
- Ensure that the education and interests of our students are at the centre of everything we do at the school
- Provide leadership for establishing and implementing annual goals and objectives

	<ul style="list-style-type: none"> • To ensure that all Academy policies and procedures are implemented and applied consistently by all staff • To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources • To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
Line Management responsibility for	<ul style="list-style-type: none"> • Vice Principal • A significant area of whole-school responsibility to be dependent upon the candidate's experience and expertise
Main duties and responsibilities:	<p>School Improvement With support from the Executive Principal:</p> <ul style="list-style-type: none"> • Contribute to creating the strategic vision for the school. • Establish a culture within the school based on high expectations and achievement in line with the Orion Backbone • Coach, mentor and lead the SLT within the school to confidently lead and support teaching and learning within the school • Ensure a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress and make improvements where necessary. • Establish creative, responsive and effective approaches to learning and teaching. • Monitor, evaluate and review school practice and promote improvement strategies. • Tackle under-performance at all levels. • Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review. • Ensure effective planning, allocation, support and evaluation of the work of teams and individuals. • Ensure the effective day-to-day organisation of the school. • Line manage the leadership team, ensuring effective appraisal and professional development.

- Review curriculum development and innovation, within all areas of school life.

Improving Teaching and Learning

With support from the Executive Principal:

- Be an outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards
- Secure excellent teaching for all students to enable them to realise their potential
- Successful behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding
- Hold all staff to account for their professional conduct and practice
- Develop the curriculum with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda
- Implement effective assessment procedures and understand assessment for learning needs of all students
- Understand how to exercise strategic, curriculum-led financial planning to meet the best interests of the schools' sustainability

Strategic Leadership

With support from the Executive Principal:

- Secure the highest standards of safeguarding in the school.
- Contribute to setting the overall school budget as appropriate.
- Ensure all financial regulations and audit requirements are fully complied with and in line with Trust policies.
- Ensure the ongoing development of an organisational structure which reflects the Trust's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies promote continuous school improvement.
- Recruit, retain and deploy staff efficiently and appropriately.
- Develop a positive ethos which enables everyone to work collaboratively in all areas of the school.

- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded, tackling under performance in a timely and efficient manner.
- Work within the governance structure to enable it to meet its statutory responsibilities.
- Ensure every individual student has access to high quality learning and teaching.

Promotion of the Organisation

With support from the Executive Principal:

- Create and promote positive strategies for challenging all forms of prejudice, and ensure equal opportunities exist for all.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure student and community needs are met.
- Use the Trust to promote community cohesion and the Trust framework to promote extended services and work with other partners.

Working with Trustees and the Local Advisory Board

With support from the Executive Principal:

- Establish and maintain appropriate working relationships with the Trustees and Local Advisory Board
- Ensure appropriate presentation and reporting to the Trustees and Local Advisory Board on the progress of the organisation and on all matters relevant to the discharge of the schools' responsibilities.

Vision and Values

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the

	<p>academy</p> <ul style="list-style-type: none"> • To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To support and attend academy events such as Open Evening • To promote actively the academy's corporate policies • To adhere to the Trust's Dress Code • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate • To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies • To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
--	---

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

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 of School will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

The Head of School will combine a record of successful leadership and sustainable school improvement with imagination, flair and determination to succeed. The Head of School will be an exceptional leader with the energy, rigour and authority to represent the group effectively at senior levels in education. He/ She will demonstrate the following experience, skills, knowledge and personal attributes.

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	<ul style="list-style-type: none"> • DfE recognised Qualified Teacher Status • Degree • Good honours graduate and post graduate level qualification 	<ul style="list-style-type: none"> • NPQH or evidence of working towards • Masters Degree 	Application Certification

Area	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> • A proven record of successful, senior education leadership • Experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school • Evidence of delivering effective innovations in curriculum and pedagogy • Experience in leading and managing staff including building a successful team, delegating effectively and implementing and managing change. • Knowledge and understanding of the wider educational agenda • Knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures 		<p>Application</p> <p>Interview</p> <p>References</p>
Knowledge & Skills	<ul style="list-style-type: none"> • An understanding of the school improvement process and the ability to apply it in challenging circumstances • Knowledge of the assessment and the use of data to monitor and raise standards • Understanding of the relationship between financial and human resources and educational outcomes • Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals • First class ambassadorial skills with an ability to present the school in an authoritative and persuasive manner 	<ul style="list-style-type: none"> • Understanding of what makes an Orion Education different and successful 	<p>Application</p> <p>Interview</p> <p>References</p>

<p>Character</p>	<ul style="list-style-type: none"> • Be a positive role model at all times, a highly effective and respected representative of the school and Orion Education • Be approachable and person centred • Be articulate with excellent interpersonal skills both verbally and in writing • Ability to challenge, give feedback and present views to achieve positive outcomes • Inspire trust and confidence across the school community including with parents, governors and members of the local community • Be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict and issues imaginatively and solve problems • Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development • No disclosure about criminal convictions or safeguarding concerns • Strong moral purpose and drive for improvement • Values driven • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills 		<p>Application</p> <p>Interview</p> <p>References</p>
-------------------------	---	--	---

Area	Essential	Desirable	Method of assessment
	<ul style="list-style-type: none"> • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to safeguarding • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students • Commitment to the full life of the academy 		