



HARDWICK AND CAMBOURNE COMMUNITY PRIMARY SCHOOL



The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB DESCRIPTION: HEAD OF CAMPUS – CAMBOURNE SITE

PURPOSE OF THE JOB:

The Head of Campus, under the direction of the Headteacher, will be responsible for providing the leadership and management of Hardwick and Cambourne Community Primary School in line with the vision and values of the school and manage the day-to-day running of the Cambourne Campus.

MAIN DUTIES & RESPONSIBILITIES:

Leadership and management of the school

Under the direction of the Headteacher, the Head of Campus will:

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well including implementation of the school's appraisal policy and other management processes and systems
- Help to write and support the implementation of school policies and procedures
- Undertake self-evaluation and school improvement planning alongside the Headteacher and SMT/SLT to improve areas of development in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Identify areas of progression and promotion of staff that support succession planning for the school
- Communicate effectively with parents, including responding to any parental concerns
- Lead on educational visits, including residential

School culture and behaviour

Under the direction of the Headteacher, the Head of Campus will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to ensure pupils from all backgrounds achieve and are prepared for their next phase of education and life
- Promote high standards of behaviour from pupils, built on the school's behavior policy and rules and routines that are understood by staff and pupils, and ensure these are clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Promote and develop positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Contribute to and promote a whole school approach that champions efforts to promote pupil mental health and wellbeing

Teaching and learning, curriculum and assessment

Under the direction of the Headteacher, the Head of Campus will:

- Work with staff to promote high quality teaching across all subjects, collaborating with staff and contributing to curriculum design in line with DfE guidance and school policy
- Identify any areas of weakness in teaching and learning, and implement, monitor and review interventions to improve these areas
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils. This includes leading target-setting and pupil progress meetings
- Identify areas where staff may benefit from sharing good practice, accessing support or developing subject or pedagogical knowledge
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the use of valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Ensure the use of evidence-informed approaches to reading so that all pupils are successful in learning to read
- Be an outstanding teacher themselves

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Head of Campus will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate, in collaboration with SENDCos
- Make sure the school fulfils statutory duties regarding the [SEND code of practice](#).

Organisational management and school improvement

Under the direction of the Headteacher, the Head of Campus will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload and workplace wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and 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

Professional development

Under the direction of the headteacher, the Head of Campus will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet the needs of the school

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Head of Campus will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Attend any relevant governor meetings
- Contribute to reports to governors as necessary
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work effectively with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupil

Other areas of responsibility

Assessment

The Head of Campus will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- Work with staff to plan and implement interventions for those pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Pupil Premium

The Head of Campus will:

- Identify all pupils who are subject to pupil premium funding and ensure all teaching and support staff are aware of their needs.
- Establish and implement whole-school systems for pupil premium
- Develop and maintain a provision map for all pupils entitled to pupil premium funding
- Monitor the effectiveness of interventions used to support pupil premium funded pupils.
- Ensure the relevant policies and reports are written & published on the school website for pupil premium pupils.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding and welfare of all pupils in the school
- Fulfil the role of DDSL, including attending external agency meetings and opening EHA's where necessary.

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 expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher