

Head of School – Ecclesfield Primary School

Coit and Ecclesfield Primary Federation

Job details

Salary: L11- L15

Contract type: Full-time / permanent

Reporting to: Executive Headteacher

Responsible for: All school staff and pupils

Main purpose

The head of school, under the direction of the executive headteacher, will be responsible for providing the leadership and management of Ecclesfield Primary School in line with the vision of the federation and manage the day-to-day running of the school.

Duties and responsibilities

Leadership and management of the school

- Manage senior and middle leaders, developing a professional culture among 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
- **Manage the school's budget and resources alongside the executive headteacher**
- **Implement the trust's appraisal policy and other management processes and systems**
- Support the implementation of policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the executive headteacher
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- **Oversee the school's approach to online safety, ensuring appropriate filtering** and monitoring systems are in place and that all staff understand their roles in managing online risk
- Embed a culture of zero tolerance towards child-on-child abuse, and ensure inappropriate behaviour is challenged

Teaching and learning

- Work with staff to promote high-quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- **Make sure the school's assessment system** is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools
- 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
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Communication

- Work with the governing board and executive headteacher to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the school and share with colleagues across the federation how this is being demonstrated in the school
- Attend any relevant local governing body meetings
- Contribute to reports to the executive headteacher or governing board as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the executive headteacher
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Other areas of responsibility

- The role of Designated Safeguarding Lead (DSL) for the school

The head of school will be required to safeguard and promote the welfare of children and young people, implement and ensure that all school policies are adhered to.

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 executive headteacher.

Person specification

| CRITERIA | QUALITIES |
|-----------------------------|---|
| Qualifications and training | <ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPOH) or willingness to complete it |
| Experience | <ul style="list-style-type: none"> • Successful leadership and management experience in a school • Successful teaching experience across the phases of a primary school • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development |
| Skills and knowledge | <ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships |
| Personal qualities | <ul style="list-style-type: none"> • 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 trust and school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |

Notes:

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