



**Grestone Academy
Part of Hamstead Hall Academy Trust**

Job Description

Job Title: Head of School

Scale: ISR 22-26

Start date: 1 September 2021

Name:

Job Purpose

To be accountable to the Executive Principals for driving a shared strategic vision, working in a collaborative partnership with Hamstead Hall Academy Trust, to raise standards through effective and dynamic day to day leadership and management of the academy. By doing such, ensuring high quality teaching which enables every pupil to attain the highest standards of achievement.

Responsibilities

Establishing and Promoting a Vision

- Communicate and drive a shared vision which expresses core values and a moral purpose
- Motivate others to create a shared learning culture and positive climate
- To be a positive role model and to model the values and vision of the academy
- Translate the vision into agreed objectives and operational plans

Operational/ Strategic Planning

- To be qualified to work with children and to have undertaken relevant DBS, Health and Right to work in UK checks.
- To ensure that Health and Safety policies and practices, including Risk Assessments throughout the academy are in line with national requirements and are updated where necessary.
- To ensure all other statutory policies are in place in line with DfE requirements
- To ensure all statutory safeguarding procedures are in place to safeguard children and adults Liaise with the Director of Estates responsible for Academy Health and Safety across the Trust when required

Teaching and Learning

- To be accountable for leading curriculum development across the academy that meets the needs of all pupils
- To ensure that teaching enables pupils to develop skills in reading, writing, communication and mathematics.
- Ensure a continuous and consistent academy wide focus on pupil achievement, using data, self-evaluation and moderation evidence to monitor progress
- Establish creative, responsive and effective approaches to teaching and learning
- To ensure that the quality of teaching in all years is secure and at least good and aspiring to

outstanding

- Set high expectations and set challenging targets for the academy community
- To have systems in place to monitor pupil progress and attainment across all key stages and implement appropriate interventions where required
- To ensure that assessment and marking policies are in place and regularly monitored and reviewed
- Monitor, evaluate and review classroom practice, including curriculum planning and monitoring of pupil work and promote improvement strategies
- To ensure processes are in place to maintain accurate and up-to-date pupil data.
- To make use of analysis and evaluate performance data provided.
- Challenge and manage under performance at all levels and ensure corrective action is put in place to raise standards
- Ensure that a curriculum is put in place that meets the needs of all pupils
- To ensure a programme of high quality remote learning is in place to meet the needs of all pupils
- To monitor the quality of the remote learning provision to ensure it meets the requirements of the remote learning policy
- To ensure plans are in place to improve progress and attainment of targeted groups including disadvantaged, more able and SEND

Developing Self and Working with Others

- Provide enthusiastic and strong leadership for the academy leadership team, staff and pupils
- Develop and maintain effective strategies and procedures for staff induction and CPL in line with the priorities of the academy
- To implement and monitor the appraisal process for all staff in line with Academy Trust procedures
- To hold leaders and staff to account across all levels
- Develop and maintain a culture of high expectations for self and others
- Promote community based learning experiences
- Work in partnership with other schools, academies and agencies to ensure the needs of the pupils are met
- Create and promote positive strategies for challenging prejudice
- Regularly review own practice, set personal targets and take responsibility for own professional development

Behaviour and Attitudes

- Ensure the day to day safety of the children and adults using the academy site on a daily basis
- Ensure that an atmosphere for learning is present in and around the academy on a daily basis
- Create and maintain behaviour systems within the academy that ensure pupil behaviour is appropriate
- Ensure the monitoring and keeping of records of any reported safeguarding incidents are undertaken and passed onto the relevant parties
- To ensure all vetting procedures are carried out on all staff and recorded on the academy's SCR
- To ensure the academy complies with all statutory financial, safeguarding and health and safety requirements and reports all incidents to the relevant parties as required

Managing the Academy Community

- To support the Executive Principals to create an organisational structure that reflects the academy's values and enables effective and efficient operations to take place
- To produce improvement/actions plans to support academy improvement and to be

responsible for the monitoring and evaluation

- To support the Executive Principal to manage the academy's human, financial and physical resources effectively
- To be involved in the recruiting, retention and deployment of staff appropriately
- To ensure procedures are in place to cover for staff absence

Communications:

- To keep the Executive Principals abreast on all developments relating to the academy
- To ensure regular reporting procedures to parents/carers are in place so they know how well their child is progressing
- To use technology to develop efficient and effective communication systems between the academy and parents/carers
- To ensure there is a calendar of events in place including assessments, parents' evenings etc that is communicated to all stakeholders
- To ensure effective communication/consultation as appropriate with the parents/carers of students.
- To produce a Head of School Report for Governors and Directors as and when required
- To be fully involved in the consultation process by:
 - 1) Chairing SLT meetings
 - 2) Chairing staff meetings
 - 3) Attending Governors meetings and when appropriate Directors meetings
 - 4) Attending any other scheduled meetings as part of the Annual meetings calendar

Ensuring Accountability

- Develop an academy ethos which enables everyone to work collaboratively and have high expectations of each other
- To ensure job descriptions and person specifications are in place for all staff clearly stating their roles and responsibilities which are agreed and signed by all parties
- Work with the Local Governing Board and Directors to enable them to meet their statutory responsibilities
- To report to the Local Governing Board termly and as and when required
- Undertake other such duties as are commensurate with the post and may be required by the Executive Principals.

General

- To adhere to the Academy Trust's Safeguarding, Health and Safety and Staff Code of Conduct policies.

Line Manager

- The Head of School will be responsible to the Executive Principals.

Review

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Executive Principals, Line Manager or postholder.

Signed

Postholder

Executive Principal

Date

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2021