

# **Bramham Shadwell Federation**



**Bramham Primary School**  
**Shadwell Primary School**

## Job Specification: Head of School

**Date:** September 2022

**Person responsible:** Sarah Richards, Executive Head Teacher

Head of School role based in one school and responsible for maintaining Federation values and expectations for high standards and collegiate working

[illegible]

<p>9. Ensures creativity, innovation and the use of appropriate technologies to achieve excellence.</p> <p>10. Experience of or ability to manage a school budget.</p>		<p>X</p> <p>X</p>
<p><b>Pupils and Staff – show evidence of</b></p> <ol style="list-style-type: none"> <li>1. Proven ability of being able to derive ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes whilst overcoming disadvantage and advancing equality.</li> <li>2. Experience of securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.</li> <li>3. A proven track record of establishing an educational culture of 'open classrooms' as a basis for sharing best practice, drawing on and conducting relevant research and robust data analysis.</li> <li>4. Committed to creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</li> <li>5. Possesses the ability, drive and commitment to coach current and aspiring leaders in a climate where excellence is the standard.</li> <li>6. The resolve, ability and resilience to hold all staff to account for their professional conduct and practice.</li> <li>7. An outstanding teacher with a minimum of 5 years relevant experience in Primary education.</li> <li>8. Has in depth knowledge of excellence in primary teaching practice, including appropriate teaching and learning styles. (</li> <li>9. Understands available school performance data, its analysis and use.</li> <li>10. Up-to-date knowledge of primary school improvement strategies.</li> <li>11. Understands school self-evaluation and its link with school improvement and the Ofsted inspection process. (A,I,T)</li> <li>12. Has experience of observing and feeding back on learning and teaching to staff in order to improve further the quality of learning and teaching across the school. (I,T)</li> <li>13. Has a clear understanding of the SEN Code of Practice (A,I)</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p><b>Systems and Processes</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ensuring that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</li> <li>2. Committed to providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</li> <li>3. The ability to assist in establishing and maintaining rigorous, fair and transparent systems and measures for managing the performance of all staff and the ability to assist in addressing any under-performance, supporting staff to improve and valuing excellent practice.</li> <li>4. A purposeful character who welcomes strong leadership and possesses a proven track record of supporting the governing body in understanding its role and delivering its functions effectively.</li> <li>5. The commitment and ability to assist the Executive Headteacher in distributing leadership throughout the organisation, through working with and supporting teams of colleagues who have distinct roles and</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p>X</p>

responsibilities while holding each other to account for their decision making.	X	
6. Treats people fairly, equitably and with dignity to create and maintain a positive school culture	X	
7. Able to balance work and personal life and is considerate of the well-being of others.	X	
<b>Developing the Federation – show evidence of</b>		
1. Commitment to creating outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.	X	
2. Experience of developing effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils.	X	
3. The ambition, drive and commitment to develop the quality of the teaching within the school through high quality training and sustained professional development for all staff.	X	
4. An ambitious character with the ability to inspire and influence others - to believe in the fundamental importance of education in children's lives and to promote the value of education.	X	
5. Has experience of leading or participating in the implementation of school or external education initiatives.		X
6. Willingness to work out of operational hours as required.		X
<b>Commitment</b> Demonstrate a commitment to:		
a. Equalities and the Equality Act 2010	X	
b. Promoting the Federation vision and ethos	X	
c. High ethical standards	X	
d. Relating positively to and showing respect for all members of the Federation and wider community	X	
e. Ongoing relevant professional self-development	X	
f. Safeguarding and child protection	X	
This job specification is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the Federation is changes. Nothing will be changed without consultation. This document must not be altered once it has been signed but it may be reviewed as part of the performance management process or as appropriate.		