



JOB DESCRIPTION

Post Title	Head of School
Responsible to	Executive Headteacher
Hours of Work	Outlined in the School Teachers' Pay and Conditions Document

The Executive Headteacher, governors and directors acknowledge the importance of the role of the Head of School and will actively offer long term support, encouragement, CPD and realistic challenge to the successful candidate.

The Duchy Academy Trust is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and then ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

SHAPING THE FUTURE

The Head of School will ensure that their leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work.

Main tasks / actions

- Work within the Trust to articulate and promote an educational vision and values for The Duchy Academy Trust which take account of the Trust's vision and of the diversity, values and experiences of the school's and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

LEADING LEARNING AND TEACHING

In partnership with the Executive Headteacher the Head of School leads a learning community; search for excellence is given expression in learning and teaching which recognise pupils' individual worth. The Head of School will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the Trust's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

DEVELOPING SELF AND WORKING WITH OTHERS

The Head of School's relationships with pupils, parents/carers, staff, governors and directors should demonstrate a belief in their unique contribution as individuals, valued and respected by all. The Head of School will recognise and act upon their own potential for growth and that of others.

Main tasks / actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the Trust's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school community and actively engage with other schools, especially within the Trust, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for themselves and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Give and accept support from colleagues, governors and directors.
- Have regard for the well-being of their own and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

MANAGING THE ORGANISATION

In partnership with the Executive Headteacher, the Head of School is responsible for ensuring that key principles and priorities for the school are evident in its organisation and management.

Main tasks/actions

- Be responsible for the day to day running of the school.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and Trust priorities.
- In partnership with the Executive headteacher and Central Team manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive community school.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

The Head of School accounts to the Executive Headteacher, parents/carers, governors, directors and the school's community for the fulfilment of the Trust's vision and its educational success.

Main tasks / actions

- Work with the Board, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data are used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including directors, governors, parents and carers.
- Participate in arrangements for review of their performance, reflecting on their personal contribution to school achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

In partnership with the Executive Headteacher, the Head of School is responsible for the vision of the Trust to the local and wider community and beyond. The Head of School will collaborate with the other schools within the Trust and beyond, as well as with the wider educational system, for the benefit of their own community and others. The Head of School will demonstrate a belief that community and school are interdependent and that engagement with the community promotes Academy development.

Main tasks / actions

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Create and implement positive strategies for promoting understanding that everyone is equal, challenging all prejudices and for dealing with harassment irrespective of nature or type.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other schools.

Other

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the Executive Headteacher.

PERSON SPECIFICATION

Description	Essential	Desirable
Professional Qualifications		
• Qualified Teacher Status	✓	
• Willingness to engage in professional development in preparation for School Leadership – (NPQSL, NPQH).		✓
• Evidence of further professional development		✓
Knowledge and Experience		
• A well-grounded and inspirational individual with recent experience of senior leadership within a primary school setting	✓	
• Evidence of driving up standards of teaching and learning to ensure excellent outcomes of pupils, including reducing the gap for disadvantaged pupil groups	✓	
• Evidence of developing, and successfully implementing, whole school strategies to raise standards	✓	
• Experience of tackling underperformance, with an appropriate outcome	✓	
• Outstanding classroom practitioner with the ability to inspire others	✓	
• Knowledge and understanding of the wider educational agenda and how that impacts on school life	✓	
• Appropriate knowledge of the statutory requirements pertaining to schools	✓	
• Extensive knowledge of safeguarding procedures and experience of dealing with them	✓	
• Proactive in generating fundraising opportunities		✓
• Experience of adhering to financial procedures and of managing a school budget effectively	✓	
• Experience of teaching in more than one Key Stage		✓
• Successful teaching experience in different schools		✓
• Experience of achieving successful outcomes in Ofsted inspections	✓	
Leadership and Management		
• A leader with presence and visibility, who inspires, motivates and empowers others, committed to continue improving the quality and robustness of the teaching team and the outcomes for children	✓	
• A person who sets high standards and holds people to account	✓	
• Proven track record of leading others, appointing staff, conducting appraisals and managing performance	✓	
• Evidence of successfully developing teams of professionals, delegating effectively and managing change	✓	
• Has a thorough grasp of whole school data and how to use it to drive further improvements	✓	
• Is articulate and approachable with excellent communication skills, both verbally and in writing	✓	

• A strategic thinker with the ability to analyse, prioritise, operationalise and meet deadlines	✓	
• Highly organised, with the ability to anticipate and manage in a complex and changing environment	✓	
• Evidence of working with the governing body and staff to manage the preparation, implementation and monitoring of the school development plan and self-evaluation process		✓
• Experience of working in partnership with parents, carers, other schools and commitment to the collaborative ethos of local partnerships	✓	
• The ability to implement and evaluate appropriate evidence based improvement plans and policies	✓	
• The ability to develop others through inspirational leadership, managing teamwork, issues, conflict and influence change by pursuing collective goals	✓	
Teaching and Learning		
• Understanding of the national changes within education, including curriculum, assessment and inspection frameworks	✓	
• Experience of organising and implementing the curriculum, establishing creative and effective approaches to teaching and learning	✓	
• Experience of securing high standards of behaviour and attendance, ensuring an ethos of challenge and support	✓	
• The ability to ensure an inclusive environment, taking account of the richness and diversity of the school community, promoting positive strategies for challenging prejudice	✓	
Safeguarding		
• Have a good knowledge of Child Protection and Health and Safety legislation and understand the role of Designated Safeguarding Lead	✓	
• The ability to promote and safeguard the welfare of all the children within the care of the our school	✓	
• The ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection	✓	
• The ability to ensure Safer Recruitment Practice		✓
Personal Qualities and Attributes		
• A person with a passion for children's learning and development with a commitment to securing the best outcomes for children	✓	
• A caring, people person who is approachable, empathic and who demonstrates commitment to the well-being of pupils and staff	✓	
• Demonstrates experience in building a total school community, actively including pupils, parents, carers, staff, governors and directors	✓	
• A person with energy and initiative who can manage their own time effectively in order to achieve challenging goals	✓	