

Viking Academy Trust



Job Description

Position: HEAD of SCHOOL

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Date:

JOB DESCRIPTION: HEAD of SCHOOL

“Empowering children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	CHILTON PRIMARY SCHOOL
Job Title:	HEAD of SCHOOL
Line Manager:	DIRECTOR OF EDUCATION
Pay Range:	LEADERSHIP PAY RANGE

The Leadership Team at Viking Academy Trust share the unwavering belief in the potential of every child; recognising the core purpose of the Leadership Team is to inspire, excite and motivate all members of the Viking community. We know our children don't get a second chance for a first class education and therefore it is the job of the Leadership Team to ensure Viking schools provide an outstanding education for every child. Our Trust motto: 'One Childhood, One Chance' states this clearly and is at the heart of all we do.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This job description may be amended at any time after discussion with you. This job description is intended as a reference document that identifies the main responsibilities and activities of the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Purpose of role

The Head of School will lead a school within our Trust, inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils. They will provide professional leadership and be responsible for the day to day efficient management of the school.

Description of role

The Head of School will report to the Director of Education.



They will:

- Support the Director of Education to set and review the school's priorities and objectives, leading activity to ensure these are delivered.
- Demonstrate exemplary leadership;
- Develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent;
- Determine and drive appropriate standards and targets to deliver improvement; and
- Create an accountable, safe and positive learning environment in which diversity and co-operation are celebrated.

Line Manage:

- The Leadership Team

The post holder will delegate the responsibility of Line Managing: Teaching Staff & Support Staff including Education support staff, Admin and Site Teams

Responsibilities

The Head of School shall carry out his/her professional duties in accordance with and subject to the "Conditions of Appointment of Head Teachers" as set out in the School Teachers Pay and Conditions document.

The post holder will carry out the duties of the head of school in consultation, where appropriate, with the Executive Headteacher, Trustees, Local Governors, school staff and its parents and carers.

Specific duties and responsibilities are set out below:

1. Strategic Direction and Shaping the Future

- Work with the Executive Headteacher, Trust Board and other key stakeholders to ensure the school's vision is clearly articulated, shared and understood.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Motivate and work with others to create a shared culture and positive environment.
- Implement the School Improvement Plan ensuring that pupils achieve high standards and that teaching is effective.
- Ensure that the day to day management of the school, including finance and administration, supports Trust policies, its vision and aims.
- Work collaboratively with the Heads of Trust Schools to realise the Trust's vision, aims and priorities.

2. Curriculum, Teaching and Learning

- Work with the staff to develop, organise and implement an appropriate curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.



- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed.
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

3. Pupils

- Develop and maintain a sound practice for the pastoral care of pupils.
- Maintain, review and develop policies and procedures for promoting pupils self- discipline and good behaviour in the context of a proper regard for authority.
- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

4. Staff

- Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- Deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- Delegate, as appropriate and agreed, specified duties of the Head of School to the Deputy/Assistant Headteachers or other members of staff.
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers and other staff
- Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods.
- Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it in consultation with the Executive Headteacher if appropriate.
- Work to identify opportunities for continuing professional development including in-house courses, external courses and job related training.

- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the Local Advisory Body on the professional development of all staff.
- Provide regular updates to the governing body, on staffing and management matter.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

5. Resources

- Work with the Executive Headteacher to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School and be accountable to the Local Advisory Body for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with statutory guidance on school teachers' pay and conditions.
- Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

6. Relationships

- Enhance opportunities through partnerships between parents/ carers, pupils, staff, the local community, colleges, Trust partners, other schools and voluntary organisations, optimising the benefits of being a Viking Academy Trust School
- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Work with children, parents, trustees, local governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.
- Provide information and to work with the Local Advisory Body of the school to ensure that they carry out their role effectively.
- Provide for liaison and co-operation with officers of the DfE
- Maintain liaison with other schools and further education establishments with which the school has a relationship.
- Recognise and support the work of the parents' and carers' group in supporting school initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.
- Collaborate fully with other Viking schools, to promote best practice across the Trust

7. Additional responsibilities

- Arrange for a Deputy / Assistant Headteacher or other suitable person to assume responsibility for the discharge of head of school responsibilities at any time when they are unavailable.
- Participate, as appropriate and where necessary, in the teaching of pupils at the school.
- Have due regard for DfE, KCC and school policies on equal opportunities, health and safety and any other relevant area.
- Manage own workload and that of others to allow an appropriate work/life balance.

Securing Accountability

- Fulfil commitments of contractual accountability to the Executive Headteacher and the Trust Board.
- Work with the Executive Headteacher and the Trust Board, providing information, objective advice and support to enable the Trust to meet its responsibilities.
- Develop and further strengthen the school ethos that enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review.
- Develop and present a coherent and accurate account of the school's performance to a range of audiences including the Executive Headteacher, the LAB and Trust Board and parents and carers.

Strengthening Community

- Build a school culture and curriculum which take into account the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are integrated with the wider community, and that some of these are community based.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing 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 parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.

National Standards for Headteachers

- The Head of School will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.



- The Head of School is accountable to the school Local Advisory Body, Trust Board and Executive Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make.

Appendix 1: Headteacher Standards

Standards	Actions
Shaping the Future	<ol style="list-style-type: none"> 1. Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all 2. Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement 3. Demonstrates the vision and values in everyday work and practice 4. Motivates and works with others to create a shared culture and positive climate 5. Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence 6. Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large
Leading Learning and Teaching	<ol style="list-style-type: none"> 7. Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning 8. Ensures that learning is at the centre of strategic planning and resource management 9. Establishes creative, responsive and effective approaches to learning and teaching 10. Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning 11. Demonstrates and articulates high expectations and sets stretching targets for the whole school community 12. Implements strategies which secure high standards of behaviour and attendance 13. Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework 14. Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils 15. Monitors, evaluates and reviews classroom practice and promotes improvement strategies 16. Challenges underperformance at all levels and ensures effective corrective action and follow-up

Developing Self and Working with Others	17. Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture 18. Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities 19. Develops and maintains effective strategies and procedures for staff induction, professional development and performance review 20. Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities 21. Acknowledges the responsibilities and celebrates the achievements of individuals and teams 22. Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory 23. Regularly reviews own practice, sets personal targets and takes responsibility for own personal development 24. Manages own workload and that of others to allow an appropriate work/life balance
Managing the Organisation	25. Creates an organizational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements 26. Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities 27. Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and 28. initiatives 29. Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities 30. Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school 31. Implements successful performance management processes with all staff 32. Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations 33. Ensures 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 34. Uses and integrates a range of technologies effectively and efficiently to manage the school



<p>Securing Accountability</p>	<p>35. Fulfils commitments arising from contractual accountability to the governing body</p> <p>36. Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes</p> <p>37. Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation</p> <p>38. Works with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities</p> <p>39. Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers</p> <p>40. Reflects on personal contribution to school achievements and takes account of feedback from others</p>
<p>Strengthening Community</p>	<p>41. Builds a school culture and curriculum which takes account of the richness and diversity of the school's communities</p> <p>42. Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment</p> <p>43. Ensures learning experiences for pupils are linked into and integrated with the wider community</p> <p>44. Ensures a range of community-based learning experiences</p> <p>45. Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families</p> <p>46. Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development</p> <p>47. Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community</p> <p>48. Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with</p> <p>49. other schools and promoting innovative initiatives</p> <p>50. Co-operates and works with relevant agencies to protect children</p>