**Job Description and Person Specification**

**Head of School**

**Job Title: Head of School**

**Reporting to: Principal**

**Reporting Lines: Assistant Principals**

**Salary: Leadership Scale 25-29**

**Purpose of the Post**

Accountable to the Principal, as Head of School you will have overall responsibility for the smooth day-to-day running of the school and overall responsibility for the culture, ethos, behaviour and attitudes within the school. As an experienced leader and academically minded individual you will work with the Principal and Leadership Team to shape and deliver the mission, vision and values of the academy. You will articulate high expectations, quality assure teaching and develop staff through high quality rigorous performance management systems. The appointment is subject to the current conditions of service for Head Teachers contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation.

**Key Areas**

In carrying out their duties the Head of School shall consult, when appropriate: the Principal, members of the Leadership Team, the Local Governing Body, the Trust, specific staff teams, the community, parents and carers.

**Role Purpose:**

* To play a crucial role in the strategic leadership of the Secondary Academy through working with the Principal and the Senior Leadership Team.
* To play a strategic and practical role in developing and implementing Academy routines and procedures.
* To develop a successful leadership culture so that all senior leaders carry out their roles effectively.
* To be responsible for the day-to-day running of the Academy and ensure that standards of behaviour and engagement are high with direct responsibility for the culture and ethos.
* As well as being an excellent practitioner in their own right, the Head of School is expected to play a leading role in bringing best practice to their Academy remit so that our children succeed in education and life, and the Academy is an engaging place to come to work.
* To lead on advice and guidance to pupils and staff by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and enable pupils to achieve their full potential.
* To identify training and development needs within the Academy plan, and where appropriate, lead development programmes to support all staff.
* To ensue and maintain a positive, calm leading environment through endorsing appropriate behaviour of pupils in line with the Academy values of *Aspiration, Resilience, Resourcefulness, Respect and Compassion.*
* To ensure that Copleston is a place where children thrive and knowledge matters by upholding and modelling the values of the Academy and the Trust in all aspects of the role.
* To be the most senior point of contact for parents who have concerns about the Academy’s effectiveness and raise this with the Principal and appropriate leaders.
* Any other reasonable tasks requested by the Principal.
* The duties outlined in this job description are in addition to those covered by the latest ‘Academy Teachers’ Pay and Conditions Document’. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility and the generic rotational Senior Leadership Team distributed roles.

**Responsibilities:**

● Serving as an ambassador for the Trust and the Academy.

● Assisting the Principal in the strategic leadership of the Academy, including deputising as required.

● Being accountable for overseeing the performance management to ensure improving the quality of teaching across the Academy is high.

● Motivating and working through others to ensure the achievement of our vision.

● To play a leading role in developing, evaluating and reviewing policy which guides effective practice in accordance with the vision of the Academy.

● Promoting high expectations of attainment and progress for all, relentlessly demonstrating and promoting high aspirations for all pupils and staff.

● Ensuring that all the pupils make strong progress from their starting points.

● Acting as an Expert teacher, a role model for all staff, with commitment to the school’s knowledge-rich approach.

● Modelling and maintaining high standards of conduct and behaviour.

● Developing a safe, healthy and purposeful environment in which to learn and work.

● Managing relationships with all key stakeholders, including the immediate community, parents, governors, directors, other academies within the Trust.

● Teaching: all leaders will have a teaching load; Heads of school will be expected to have a strong track record of excellent teaching and deep knowledge of and enthusiasm for, one or more subjects.

● Strategically leading the Academy’s training, conduct, monitoring, pastoral care, aspiration and enrichment endeavours as appropriate and according to the strengths identified with the Principal.

● Ensure all staff and pupils embrace the curriculum and Academy expectations and understand its principles, illustrated within the School Playbook.

● Report regularly to the Local Governing Body and Trust and ensure that leaders make high quality contributions to local governance.

● Providing challenge, support and help to Vice Principals and leaders at all levels, to ensure that they have the capacity and drive to transform the learning experience of the pupils and in their specific area of the Academy responsibility.

● Lead, develop and improve the quality of provision for pupils in a variety of areas, including inclusion, behaviour, wellbeing and safeguarding through developing and implementing effective strategies to evaluate the effectiveness of all areas of the Academy provision.

● Model exemplary conduct, encouraging all adults and pupils to interact positively beyond the Academy both in the community and later in further education and the workplace.

● Support the Senior Leadership Team to recruit, train, motivate, retain and mentor all staff.

● Maintain high expectations of pupils and staff.

● Lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective practice.

● Ensure all staff are well supported and can see a clear path to career progression.

● Play a critical role in ensuring high levels of staff wellbeing and morale.

● Undertake the professional duties of other members of the Senior Leadership Team in the event of their absence from the Academy as required.

● Work with the Senior Leadership Team, Trust team and local governors to ensure robust operational systems are in place that support the Academy’s efficient and effective functioning.

● Maintain strong working relationships with the relevant agencies and serve as an ambassador for the Academy and Trust.

● Assume overall responsibility for GDPR across the academy including GDPR training and responding to data requests

● Represent the academy at the Admissions Hearings for appeal consideration.

● Write school policies as required under the direction of the Principal.

● Oversee and ensure all school policies are reviewed annually and ratified by governing bodies.

● Oversee termly fire evacuation practise.

● To oversee pathways for students who are at risk of permanent exclusion.

● To oversee and quality assure all paperwork / procedures for any students who are suspended or permanently excluded.

● To undertake any investigations as appointed by the Principal.

O**ther Duties:**

● To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;

Along with the Senior Leadership Team to take responsibility for:

● The strategic direction and development for the Academy.

● Taking a leading role in developing a learning culture in line with the Academy’s high expectations in creating a learning environment in line with the Academy’s values.

● Anticipating, planning and making provision for future demands.

● Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities outlined above.

● Develop middle leaders and subject leaders to ensure effective leadership across the Academy.

● Take responsibility for measuring the impact of leaders’ work on the Academy’s priorities.

● Take the lead role in ensuring that communication with parents, pupils and staff is positive and that the Academy has a good reputation in the local community.

To have line management responsibility involving:

● Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge.

● Ensuring the implementation of Academy policies.

● Working closely in a coaching role with the staff being line managed in planning for and implementing improvement.

Other Senior Leadership Responsibilities:

● To lead staff by example, being highly visible and promoting good order throughout the Academy.

● Assist in the appointment of staff consistent with the Academy’s vision, Trust Values and ‘Safer Recruitment Procedure’.

● Assist in the preparation and review of Academy policy documents, leading, in this regard, on areas of responsibility.

● To ensure effective communication within the Academy community.

● Take assemblies as required.

● Share the Trust’s and Academy’s commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy.

● Ensure that all duties and services provided are in accordance with Academy policies and procedures in line with the staff code of conduct/professional expectations.

● To undertake training as necessary.

● To be willing and enthusiastic in engaging with continuous professional development.

● To undertake any other duty as specified by the Executive Principal/Senior Leadership Team not listed above.

● To be a key part of the life of the Academy community, to support both the values, Mission, and vision of the Academy and encouraging pupils to follow this example.

**Personal Qualities, Attributes and Qualifications:**

This position requires the following personal qualities and attributes:

● They should be excellent strategic leaders, working to improve standards at whole Academy level.

● Heads of Schools are excellent team leaders, capable of building a successful team and getting the best out of colleagues.

● They are excellent leaders of pupils, commanding respect and being a positive presence around the Academy. At the heart of their work should be to build self-esteem, imbued moral values and motivate the pupils to do their best.

● Heads of Schools are excellent managers, highly organised and operating efficiently and effectively in all areas of their work.

● Heads of Schools are expected to think creatively about the Academy, be prepared to take risks and to innovate. They should be excellent communicators with a high degree of emotional intelligence. They should be energisers, demonstrating a positive mental attitude around the Academy and in all areas of their work.

● Heads of Schools are expected to be loyal to the Senior Leadership Team and to pursue and deliver leadership strategies and agreed actions in a positive and consistent manner.

● Ability to contribute towards the Academy’s vision, mission and values.

● Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil.

● Be able to work autonomously and be proactive in all areas of responsibility.

● Determination to improve standards and outcomes.

● Interest in playing a part, through education, in the regeneration of Ipswich.

● High ethical standards.

● Strong interpersonal, written and oral communication skills.

● Motivation to improve standards and achieve excellence.

● Ability to demonstrate honesty and integrity.

● Excellent organisational skills.

● Ability to work collaboratively with partner academies in the Trust and beyond.

● Ability to communicate effectively, professionally and in a friendly manner with staff, pupils, parents and external agencies.

● To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils.

● To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

● To be highly motivated and to have a flexible approach towards work and working hours;.

**Qualification Criteria:**

● A strong academic track record to degree level and above.

● To hold Qualified Teacher Status (QTS).

● Evidence of ongoing Continuous Professional Development.

● NPQH is desirable but not essential.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

**Person Specification – Head of School**

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| Knowledge, experience and skills: | E/D |
| E = Essential D = Desirable | |
| Experience   1. Extensive experience within an appropriate setting, including working with children with a range of SEN needs. 2. Experience of leadership and management of staff at all levels. 3. Significant experience and knowledge of Team Teach legislation and practice. 4. Experience of implementing strategies to secure high standards of behaviour and attendance. 5. At least 5 years experience as a Vice Principal or above.   Knowledge   1. Knowledge of statutory guidance related to Keeping Children Safe in Education. 2. Knowledge of strategies to achieve effective learning, teaching, assessment and engagement of all children and young people. 3. Knowledge and experience of working with a wide range of support agencies and services and the ability to develop and sustain arrangements for joint working. 4. Extensive knowledge of safeguarding and working collaboratively with multi-disciplinary teams with a solution focussed approach. 5. Knowledge of financial regulations and effective budget monitoring. 6. Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation.   Skills   1. Ability to engage in high level strategy meetings with a range of partners. 2. Ability to relate work to the school’s strategic vision and outcomes for children. 3. Ability to develop and implement effective plans that improve the outcomes for children. 4. Ability to use data effectively to monitor, evaluate and review decisions. 5. Ability to organise, lead and motivate staff and to challenge underperformance. 6. Ability to support on curriculum development and innovation and to maximise the contribution of staff to improve the quality of education. 7. Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improve service delivery. 8. Ability to develop and sustain effective systems for staff induction, performance development and managing staff performance. 9. Ability to deal with sensitive issues in a supportive and effective manner. 10. Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested. 11. Ability to maintain high levels of professional integrity and confidentiality. 12. Effective use of IT for monitoring and recording.   Qualifications   1. Qualified teacher status. 2. Degree (or equivalent). 3. Higher degree or postgraduate curriculum or leadership qualification. 4. Commitment to all CPD offered. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  E |
| Behaviours and expectations:  All staff members are expected to adhere to and promote professional standards including the Trust and Academy code of conduct and values. |  |
| General:  The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Principal and develop and promote high standards of professional conduct across the Trust.  You will be expected to carry out your duties in line with the Academy and Trust policies, procedures and relevant legislation.  You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.  As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.  The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may next exclude candidates from appointment but will be considered as part of the recruitment process. |  |