

Crestwood Community School

Job Description and Person Specification



Job title:	Head of School
Salary Scale:	L20 - L24, £75,331 - £83,081
Site:	Shakespeare Campus
Responsible to:	Headteacher
Responsible for:	Day to day responsibility for staff and students on a specified Campus, strategic leadership across both campuses
Contacts:	Staff, governors, external agencies and visitors to site
Special Conditions:	An enhanced Disclosure and Barring Service (DBS) check is required for this post

Job purpose

To provide inspirational and professional leadership to staff which secures the very best education for students at Crestwood Community School.

To conduct day to day operational leadership of staff and students, dealing with incidents as they occur.

To work in partnership as a lead member at school Governing Body meetings and with other stakeholders to fulfil the aims of the school.

To be responsible for students' safeguarding.

Teaching and Learning

The successful candidate should -

- Have a proven track record of outstanding teaching which clearly reflects current thinking
- Ensure a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress
- Ensure that personalised and adaptive learning is at the centre of strategic planning and resource management
- Ensure a culture and ethos of challenge and care, where all our young people can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set challenging targets
- Implement strategies which secure high standards of behaviour and attendance
- Shape, organise and implement a diverse curriculum and liaise with senior colleagues on the assessment framework required
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge under-performance at all levels and ensure effective follow-up

Shaping the Future

The successful candidate should -

- Work with the Headteacher and Head of School (Cherbourg) to ensure the highest priority is given to safeguarding and promoting the welfare of our young people and staff in the school
- Ensure that the resources of the school are fully exploited to best raise the standards for our young people
- Work with the community to translate the school's vision into agreed operational plans which will promote and sustain school improvement
- Line manage school staff on a day-to-day basis
- Through line management, hold to account and quality assure allocated senior leaders and other staff
- With agreed support, be responsible for the performance management and development of teachers in

the school

- Ensure the school's vision and values are clearly articulated, shared, understood and implemented
- Demonstrate the vision and the values in everyday work practice
- Motivate and work with others to create a shared culture and positive atmosphere
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation
- Research and keep abreast of current initiatives and analyse appropriate implementation when it is for the benefit of the young people within the school

Communication and Relationships

The successful candidate should -

- Help to build a collaborative learning culture within the school and actively engage with other schools, particularly within a partnership, to build an effective learning community
- Implement the agreed policies for staff induction, professional development and performance review
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory
- Review own practice regularly, setting personal targets and taking responsibility for own personal development

Managing the School

The successful candidate should -

- In partnership with the Headteacher and Head of School (Cherbourg), produce clear, evidence-based strategic and improvement plans for the development of the school and its facilities
- In partnership with the Headteacher, Head of School (Cherbourg) and Governors, recruit, retain and deploy staff in line with safeguarding procedures
- Appropriately manage and give consideration to the workload of staff to achieve the vision and values of the school
- Liaise with parents and carers and wider stakeholders
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

Strengthening the Community

The successful candidate should -

- Build a culture and curriculum which takes into account the richness and diversity of the local community
- Ensure learning experiences for our young people are linked into and integrated with the wider community and are relevant to local employment needs
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of our young people and their families in partnership with key colleagues
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development, particularly attendance
- Seek 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
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools and promoting innovative initiatives
- Co-operate and work with relevant agencies to protect and safeguard the welfare of our young people
- Be a presence within the community, including liaising with primary leaders, other schools and members of the community
- Promote the school's values across the school and wider community.

Securing Accountability

The successful candidate should -

- Cultivate an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the governing body to enable it to meet its responsibilities and hold leaders to account
- Develop and present a coherent, understandable and accurate account of the performance of the school with particular reference to the experience of our young people to a range of audiences, governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Lead specific initiatives, being accountable for the outcomes
- Identify resolutions to needs and concerns, taking responsibility for effective implementation
- Act on behalf of the Headteacher when appropriate

Generic Duties

The successful candidate should -

- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Proactively support the Headteacher in leading the school both strategically and operationally
- Be a physical presence around the campus during learning and social times
- Contribute to the overall work and ethos of the school
- Attend and participate in meetings, school and public events as required
- Improve own practice through training, observation, evaluation and discussion with colleagues
- Recognise own strengths and areas of expertise and use them to support others
- Work across the two campuses as required
- Understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all
- Take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the school
- Undertake any other additional duties commensurate with the grade of the post

Person Specification: Head of School

	Selection Criteria	How Assessed AF (Application Form) I (Interview)
Education and Qualifications		
	<ul style="list-style-type: none"> • Qualified teacher • Evidence of continuing professional development in curriculum construction, pupil progress, teaching and learning 	AF/I AF/I
Experience and Knowledge	Be able to demonstrate experience, understanding and application of:	
	<ul style="list-style-type: none"> • Significant preparation and quantifiable impact within a senior leadership team • Strategies and impact in raising children's progress and achievement • All child protection and safeguarding procedures • Strategies for promoting their spiritual, moral, social and cultural development and their good behaviour • Strategies to raise standards through effective teaching and learning • Different leadership styles and practices and their effects in a variety of contexts within a school • The planning, monitoring and implementation of a differentiated and adapted curriculum • The support of staff with teaching and learning and day to day management • The responsibilities of governors as defined by national and local regulations • Equality of opportunity and inclusion • The formulation, monitoring and evaluation of the timetable • Effective oral and written presentations and correspondence, to a range of audiences • Working with the age range of students at Crestwood Community School • Working in a challenging and diverse school successfully, including dealing with difficult parents 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Skills and Abilities	Leadership Skills: the ability to use appropriate leadership styles in different situations in order to -	
	<ul style="list-style-type: none"> • Create and secure commitment to a clear vision for an effective school • Set high expectations and standards, and provide a role model for children, staff and parents • Prioritise, plan and organise the work of the school, alongside the Headteacher • Devolve responsibilities, allowing staff the freedom to act within a defined framework • Monitor practice to ensure that devolved responsibilities are being carried out • Build, support and work as part of a team • Motivate pupils and staff • Work effectively in partnership with parents, governors and the wider community 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I

	<ul style="list-style-type: none"> • Deal sensitively with people, show respect and resolve conflict • Seek advice and support where necessary • Meet the requirements of relevant legislation appertaining to schools 	AF/I AF/I AF/I
	Decision-making Skills: the ability to - <ul style="list-style-type: none"> • Make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school • Demonstrate balanced and fair judgement • Effectively liaise with the Headteacher over issues as they occur 	AF/I AF/I AF/I
	Communication Skills: the ability to - <ul style="list-style-type: none"> • Listen to and understand the views of others • Make points clearly • Consult and negotiate to achieve specific objectives • Establish and manage good communication systems • Chair and contribute to meetings effectively • Prioritise and manage one's own time effectively • Work consistently to deadlines • Set and achieve challenging but realistic goals • Take responsibility for one's own professional development 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Work Circumstances		
	<ul style="list-style-type: none"> • Commitment to personal development • To be punctual and have regular attendance • The postholder must be willing and able to work flexibly as may be required • To travel and work at either campus as required • Occasional out of hours working to support school functions or evening meetings 	

Any candidate with a disability who meets the essential criteria will be invited to interview