

Job Description – Head of School

Farrington Gurney Primary School

Accountable to: The Executive Headteacher, LGB, CEO and Trust

Purpose of the role:

- To provide outstanding leadership for Farrington Gurney Primary School which will ensure its continued success and sustainability;
- To ensure that every child receives a high quality education and achieves academic and social success;
- To engage the community fully in all aspects of the school;
- To manage school resources efficiently and effectively and to ensure value for money.

Key areas of responsibility:

Strategic direction and development of the school

- To provide strategic leadership that secures the school vision, engendering high standards of behaviour and positive attitudes for all children;
- To provide strong strategic leadership in curriculum development, ensuring that our curriculum is ambitious and leads to excellent outcomes for all children;
- To provide strong support for middle leaders in subject leadership;
- To secure a strong and sustainable working partnership with parents, other schools in the Trust, and the local community;
- To develop and uphold the school's ethos and values in partnership with the local community;
- To design and implement a programme which promotes personal development;
- To ensure that all aspects of school performance are monitored and evaluated thoroughly and regularly, including periodic external review;
- To be responsible for the spending and evaluation of the Pupil Premium Grant, reporting to the Executive Headteacher and governors as required
- To ensure that the school improvement plan is based on the evidence from robust self-evaluation and that progress against plan targets and objectives is reviewed regularly;
- To prepare, for the Local Governing Body, evaluation documents and improvement plans which match the school vision;
- To act as professional adviser to the Local Governing Body and to supply them with information with which it can fulfill its strategic leadership role and provide support and challenge to the work of the school.

Management and Leadership

- To develop the school, staff and pupils to their full potential, through forward thinking, inspiration, initiative, motivation and, where appropriate, delegation.
- To ensure that every child is stretched and challenged to make academic progress and that appropriate and challenging targets are set and met.
- To comply with policies and other statutory requirements and maintain a regular re-evaluation cycle. To identify, manage and coordinate any major tasks within the school.

- To be familiar with current good practice in all areas of the curriculum, assessment, monitoring and evaluation throughout the school.
- To be responsible for preparing and updating the School Improvement/Development Plan in consultation with the Executive Headteacher, Local Governing Body, staff, parents and pupils, where appropriate, and to ensure it is an active document.
- To ensure that the school has effective policies covering all aspects of teaching, discipline, behaviour, curriculum, etc., and that all such policies are reviewed annually in conjunction with the Governing Body.
- To line manage staff appropriately ensuring they are sufficiently challenged and supported to achieve excellent outcomes in their roles.

Finance

- In partnership with the Executive Headteacher and Local Governing Body, allocate and monitor all school financial and material resources.
- In partnership with the Executive Headteacher and the Governing Body, ensure that the budget is allocated in accordance with the School Improvement Plan and individual training needs and development targets for staff.
- To manage effectively the resources of the school, including time, finance, people, equipment, facilities and site.
- To recognise financial opportunities to the school's advantage.
- In conjunction with the Executive Headteacher and the Local Governing Body, ensure that finances relating to the school are monitored and that value-for-money is achieved.

Staffing

- To organise the selection and appointment of all teaching and non-teaching staff
- To lead the Senior Leadership Team with support from the Executive Headteacher
- To ensure the implementation of appropriate policies on performance management and staff development
- To promote and support the continuing development of all staff
- To serve as the first point of contact in connection with staff pay, discipline and grievance procedures
- To monitor and support the work of ECTs and Teachers
- Teach the required allocation where necessary

Parents and the Community

- To maintain and continually develop good relations with parents and carers, and links with the local community.
- To ensure that regular information about the progress of children is given to parents and carers.
- To promote the school, upholding its reputation and attractiveness to existing and prospective parents.
- To promote positive links with all outside agencies to support students

Pupils

- To enable all pupils to achieve the school's aims within the school environment
- To have overall responsibility for ensuring that the children are engaged in relevant, appropriate and balanced educational activities of high quality.
- To ensure that all pupils enjoy an inclusive education in line with the requirements of the Early Years framework and the National Curriculum.
- To ensure that pupils' individual needs are met and their achievement is commensurate with their ability.

- To monitor the assessment and recording of children's progress.
- To recognise the importance of social, moral, spiritual and physical development as well as academic achievement.
- To ensure that every child matters and that safeguarding is outstanding

Governors

- To maintain an effective working relationship with the Local Governing Body, advising and assisting Governors in the discharge of their duties.
- To report to the Governing Body on all relevant matters affecting the conduct, performance and standards of the school, pupils and staff.
- To keep Governors fully informed of school events and issues.
- As required by the Local Governing Body, to attend all meetings of the Local Governing Body
- To report periodically to the Trust Board.

Signed Date

Name

Signed Date

Executive Headteacher