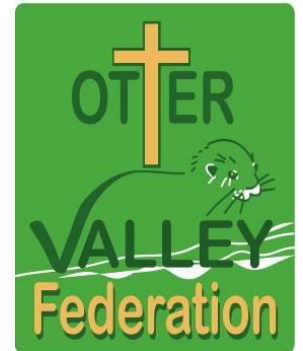


Job Title	Head of School at Feniton Church of England Primary School – part of the Otter Valley Federation
Location	Feniton Church of England Primary School
Reporting to	Executive Headteacher
Effective date of JD	1st September 2025
Salary range	L6 - L10



Job Purpose including main duties and responsibilities:

To:

- provide the leadership and management which enables the School to give every pupil high quality education and which promotes the highest possible standards of achievement
- make a positive contribution to the Federation Leadership Team
- secure the long-term success of the School
- undertake, to the extent required by the Executive Headteacher or Governing Body, the professional duties of the Executive Headteacher in the event of his absence from the Federation
- To promote and develop the Christian distinctiveness of the school

Key Accountabilities (all in conjunction with the Executive Headteacher and other Heads of School):

- 1. Creating the Future of the School**
 - a. working under the direction of the Executive Headteacher to ensure the long term success of the school
 - b. contribute to, and communicate, the School's shared vision which expresses core Christian values and purpose
 - c. implement the vision through agreed objectives and operational plans
 - d. motivate others to create a shared learning culture and positive climate
- 2. Leading Teaching and Learning in the School to:**
 - a. ensure a continuous and consistent School-wide focus on pupils' achievement, using data and benchmarks to monitor progress
 - b. establish creative, responsive and effective approaches to learning and teaching
 - c. set high expectations and set stretching targets for the whole school community
 - d. monitor, evaluate and review school practice and promote improvement strategies

e. tackle under-performance at all levels

3. Working under the Direction of the Executive Headteacher to Develop Self and Others:

a. develop and maintain effective strategies and procedures for, staff induction, professional development and performance review

b. promote and maintain a culture of high expectations for self and others

c. ensure effective planning, allocation, support and evaluation of work of teams and individuals

d. regularly review own practice, set personal targets and take responsibility for own development

4. Managing the Organisation

a. ensure the smooth day-to-day running of the School and report directly to the Executive Headteacher

b. liaise with Governors where appropriate

c. under the direction of the Executive Head, recruit, retain and deploy staff appropriately within the School

5. Securing Accountability

a. contribute to, and articulate, a School ethos which enables everyone to work collaboratively

b. ensure individual staff accountabilities are clearly defined, understood and agreed within the School

c. ensure every individual child has access to high quality teaching and learning and spiritual development

6. Strengthening Community

a. promote positive strategies for challenging racial and other prejudice

b. ensure a range of community-based learning experiences

c. collaborate with other agencies to ensure pupil and community needs are met

e.d. work with the parish churches and other faith communities within the locality

Person specification:

Criteria should be selected from the examples provided in order to formulate an appropriate Person Specification to meet the needs of the School and the Federation:

Attribute	Essential	Desirable	Method of Assessment
Leadership	<p>Leadership and management skills to improve and maintain the School's level of attainment and success</p> <p>Excellent classroom practitioner who can lead by example</p> <p>Ability to manage change and work under pressure of changing circumstances</p>		
Experience	<p>Evidence of successfully leading and sustaining educational initiatives</p> <p>Knowledge and understanding of statutory education frameworks</p> <p>Knowledge and understanding of schools self evaluation process</p> <p>Knowledge and understanding of the wider curriculum, across the Federation and the opportunities it provides for pupils and the school community</p> <p>Knowledge and understanding of strategies which encourage parents and carers to support their children's learning</p>		
Practical Skills	<p>Knowledge and understanding of the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of</p>		

	school life, including challenging poor performance		
Communication	Ability to communicate clearly and effectively with children, staff, parents and the wider community.		
Personal Qualities	Ability to identify with and promote and develop, uphold and support the Christian ethos of the school. Personal commitment to quality and excellence. Able to work effectively and cooperatively between schools and with all stakeholders		
Strategic Thinking	Knowledge and understanding of ways to build, communicate and implement a shared vision		
Technology / IT Skills	Knowledge and understanding of new technologies, their use and impact		
Education and Training	Qualified to degree level Qualified teacher status Evidence of CPD		
Equal Opportunities	Committed to equal opportunities.		

Signatures:

Job Description agreed by:

School Improvement Officer: _____ **Date:** _____

Job Holder (if in place): _____ **Date:** _____

Chair of Governors: _____ **Date:** _____