



The Village Federation
(Carsington & Hopton C of E Primary School,
The FitzHerbert C of E Primary School and
Kirk Ireton C of E Primary School)



Job Description

Post Title: Head of School

Responsible to: The Executive Headteacher for the standards achieved and the conduct, leadership, management and administration of their specific areas of responsibility. They will also work with the Governing Body of the relevant school and the Local Authority. At The FitzHerbert, as the governors are the employer, the Head of School will be accountable to them for their performance.

Main Purpose: To support the Executive Headteacher in the leadership and management of the relevant school and to ensure that the pupils of the relevant school are given the opportunity to enjoy life in all its fullness by providing them with opportunities to:

Be happy – through an unrelenting focus on the whole-child

Learn – ensuring the pupils achieve their highest academic potential

Be outward facing – by valuing their contribution to the community

Be healthy – by providing a safe place of welcome and belonging

To carry out their professional duties with due regard to the provisions of the School Teachers' Pay and conditions Document and within the range of teaching duties set out in that document, the policies and requirements of the relevant Governing Body and current education and employment legislation.

Shaping the Future:

The Head of School will work alongside the Executive Headteacher to provide professional leadership and management of the school. To achieve success for all members of the school within a culture of continuous innovation and regular review.

The Head of School will:

- Support the Executive Headteacher by contributing to vision, leadership and direction;
- Promote excellence, equality and high expectations of all children in both academic and extra-curricular activities;
- Deploy resources effectively to achieve the school's aims and support and develop its distinctive church ethos;
- Work effectively with School Governors and the Local Authority;
- Maintain an overview of the day to day running of the school;
- Work collaboratively with other school leaders as appropriate;
- Ensure the entitlement of all the children is met through inclusion in all areas of school life;
- Ensure positive behaviour management strategies in supporting all children's social and emotional aspects of learning;
- Actively contribute to the policies and aspirations of the school, providing inspiration and support to the on-going development;
- Co-ordinate students, volunteers and visitors to school.

Managing the Organisation:

The Head of School will provide effective management of the school on a day-to-day basis.

The Head of School will:

- Take responsibility for the day-to-day management of safeguarding and promoting the welfare of children. The Head of School will also be the Deputy Designated Safeguarding Lead for the school (DSL);
- In collaboration with the Executive Headteacher, produce and implement clear, evidence-based improvement plans and policies for the development of the schools and their facilities;
- 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 all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;
- Be responsible for leading and developing colleagues' performance so as to maximise the progress of children;
- Create, maintain and enhance effective working relationships amongst all members of the school community;
- Set targets, monitor performance and review the progress of staff within the performance management cycle;
- Lead curriculum initiatives that support the development of enriched and innovative experiences.

Leading Learning and Teaching:

The Head of School has a central responsibility for raising the quality of education. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

The Head of School will:

- Ensure that effective teaching and learning is at the very centre of any decisions made at the school;
- Ensure teaching is within the framework of present and future school policy for equality, safeguarding, SEND and behaviours for learning;
- Ensure all assessment procedures and deadlines are in line with school policy and guidelines;
- Oversee the planning and delivery of both long, medium and short term plans for the needs of all children;
- Monitor children's progress, carry out review meetings with teaching staff after each assessment period to analyse the data and which groups, or individuals need support or challenge;
- Communicate and consult with families, and report to families following school procedure;
- Plan and implement shared professional development – in consultation with the Executive Headteacher, offering guidance, support and advice to colleagues;
- Attend appropriate courses, meetings and support groups, disseminating information and keeping staff updated with developments.

School Ethos:

The Head of School will, at all times, work to promote and communicate the school ethos.

The Head of School will:

- Foster in the children a sense of responsibility and caring towards the facilities of the school and its environment;
- Establish and maintain good effective relationships with colleagues, children and families;
- Develop a school environment which is stimulating and promotes a range of engaging activities.

This job description is subject to annual review and may be negotiated and modified in response to the changing needs of the school.