



## **Job Description**

**Title:**

Head of School

**Responsible to:**

Executive Headteacher

**Duties:**

The Schools' Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

***Allowance attached to the Post:*** Leadership Spine

***Core Purposes of the Head of School***

- To keep the Executive Headteacher and the Trust Board informed of the general operation of Foxfields via the protocols agreed with the Board
- In conjunction with the Trust Board, other SLT members and all Stakeholders, set targets to ensure Foxfields vision is realised
- To support the review of the performance of CIT in all aspects of its work
- To take advantage of new opportunities and initiatives led by Departments such as Education
- To work within the SLT to create an environment where teachers can become even more effective leaders of learning
- To take account of likely futures and be a key source of expertise as they occur
- To work within the SLT to lead, manage, co-ordinate and develop the Leadership Team
- To work with the Trust Board, SLT and all staff to ensure that CIT meets all legal requirements with regard to personnel, staffing, Health & Safety, etc

- To work with the Trust Board, SLT and Leadership to formulate the overall aims and objectives of the CIT and policies for their implementation
- To explore the opportunities to develop joint ventures with external organisations
- To work within the SLT to actively promote CIT's unique ethos and philosophy both nationally and internationally
- To keep under review the work effectiveness of Foxfields
- To work within the SLT to promote effective relationships with persons and bodies outside CIT
- To advise and assist CIT and the Local Schools Board in the exercise of their functions, including making such reports to them in connection with the discharge of your functions as they may properly require either on a regular basis or from time to time
- To maintain liaison with other schools, academies, federations, further and higher education establishments with which CIT has a relationship
- To work within the SLT to ensure that financial and human resources are allocated effectively and efficiently to achieve CIT's educational goals and priorities
- To work within the SLT to recruit, reward and retain the very best staff
- To support the Executive Headteacher in setting and managing the school budget

### ***Specific Responsibilities***

#### **Leading the Organisation**

- To lead Foxfields self review and school development plans
- To set and drive high standards to ensure Foxfields meets its strategic aims.
- To lead a designated or number of designated areas of responsibility and their development across CIT, schools whom we are working with as NSS and Academy Sponsorship
- To support the Performance Management process
- To lead in day to day running - to include: staff deployment, high standards of behaviour (students and staff), presentation of schools and effective routines
- To support the safeguarding officer in ensuring that safeguarding training is up to date and that procedures are adhered to in relation to recruitment, visitors and off-site visits
- To develop and sustain a safe, secure and healthy school environment
- To research and implement innovative interventions as appropriate
- To lead staff in effectively running Foxfields
- To set and mentor/drive performance management targets

## **Leading Teaching and Learning**

- To lead development, drive and innovation in the curriculum
- To support the observation/monitoring of Teaching and Learning and the implementation of the curriculum and feedback to individuals, SLT and the Trust Board
- To develop leaders within the organisation
- To ensure leaders set pace and quality
- To mentor/coach colleagues within Foxfields to develop effective delivery
- To ensure that training/reading is undertaken to keep abreast of new initiatives and legislation
- To innovate, develop and implement effective delivery of the curriculum

## **Managing the Organisation**

- To support on the recruitment of staff
- To support the effective day to day deployment of staff
- To ensure the safe and effective running of Foxfields
- To lead/support the qualification process and provide detailed reports about achievement of pupils
- Coach colleagues to develop their roles effectively within CIT
- To support the process of ensuring that all safeguarding training is up to date and that procedures are adhered to in relation to recruitment, visitors and off-site visits
- Support HR processes
- To lead the collation, analysis and presentation of data

## **Strengthening Community**

- To support, develop and maintain links within the community
- To ensure the effective and appropriate communication between school and parents/carers/outside agencies and stakeholders takes place
- To support the innovation and develop non-curricular links between CIT and wider community with regards to the curricular provision

## **Securing Accountability**

- Moderation –internal & external
- To ensure the accountability of subject coordinators for their specified areas
- To ensure effective monitoring of staff reporting
- To follow correct procedures in ensuring that staff are held accountable for their practice
- To ensure staff are accountable for the success and celebration of Foxfields pupils' performance
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- To ensure that Foxfields effectively promotes the wellbeing and safety of all pupils in order to achieve maximum potential
- Analyse all data across Foxfields and report to Local Schools Board/Trust Board

## **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of CIT at the reasonable discretion of the Executive Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of issue:-**

**Post Holder signed:-**

**Line Manger signed:-**