

## Head of School Job description

All teachers work in accordance with the professional duties and responsibilities as set out in the current 'School Teachers' Pay and Conditions of Employment' document.

Job Title	Responsible to
Head of School	Executive Headteachers
<b>Job Purpose</b>	
<p>Working with the Executive Headteachers and fellow Senior Leadership Team to provide effective leadership for the school which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements.</p> <p>The post holder shall be responsible to the board of governors for the overall leadership and management of the school, and, with the executive leader, lead governors and colleagues in the development of strategy, policy and development plans. In particular s/he shall advise on and implement rigorous academic and pastoral policies to ensure that pupils receive the highest standard of education, and that demanding and measurable targets and objectives are set for staff. The postholder is responsible for raising achievement by fostering high expectations of progress for every child, secure and ensure the safeguarding and wellbeing of all pupils and staff and will knowledge share with other Headteachers across the IFTL Trust to share best practice and foster strong working relationships.</p>	
<b>Responsible for</b>	
Teaching and support staff of the school and its children and young people. Fostering and nurturing relationships and partnerships with parents and carers within the community.	
<b>Accountabilities</b>	
<p>To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers. The Head of School will report to and work with the Executive Headteachers to achieve all aspects outlined within this job description.</p> <ul style="list-style-type: none"> <li>To confidently and strategically leads the school and ensures the effective and efficient day to day running of the school, teaching and support staff of the school and its children and young people.</li> <li>To lead and direct all members of staff and students, through the direct management of the school's leadership team, ensuring that effective responsibility is delegated through an appropriate management structure, and that the school complies with educational and other relevant legislation, including health and safety.</li> </ul>	

- To lead the school's monitoring, review and evaluation processes, including but not limited to; pupil achievement, teaching/learning, behaviour and attendance.
- To manage effectively the deployment and performance of all staff and ensure that the requirements for performance management are fully in place.
- To allocate, control and account for those financial and material resources of the school which are delegated to the Head of School.
- To help executive leaders and governance to plan and set the school budget and maintain tight control on spending, providing regular updates to the AIB/ governing body and advice on future eventualities.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the '*Keeping Children Safe in Education*'
- To uphold the school's policy in respect of child protection and safeguarding matters.
- Lead the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Effective fulfilment of all roles and responsibilities outlined in this document
- Provide information, advice and support to the AIB/ Governing Body to enable them to meet their responsibilities for securing:
  - Effective teaching and learning
  - High standards of achievement
  - Efficiency and good value for money

and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including the Children's Service Authority, OFSTED, the local community and others.

- To create and develop an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through Performance Management.
- To develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, Children and Young People's Services and OFSTED.

## Qualities

- Set a good example to pupils and staff in terms of personal presentation, attendance and punctuality
- Demonstrate proven history of excellent class teaching and be able to model consistently high expectations
- Is focused on high-quality teaching, delivered through a broad and balanced curriculum.
- Will build on the strengths and developments highlighted in the Ofsted report to further improve outcomes for all groups of children, enabling us to secure good and then move towards being an outstanding school.
- Shares the IFtL values and ethos.
- Has the strategic vision to move the school forward by strengthening collaboration with other schools (both within the MAT and between school to school support networks).
- Is a 'hands on' leader who can bring together and support our whole school community to ensure every child achieves their full potential.
- Leads and builds links with other Trust and primary schools to ensure the leadership team and governance have confidence in the school's ability to be outward facing and drive improvement.
- Is an expert communicator who can further develop the partnership between the school and its parents and carers.

## Shaping the Future

### *Working with the Executive Headteachers to:*

- Support and uphold the school's culture and ethos through championing the vision and values, particularly with regards to children's wellbeing and emotional development in addition to promoting the high levels of achievement and attainment throughout the school.
- Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community.
- To lead, manage, develop and motivate all staff to ensure the plans to achieve the vision and aims of the school are implemented consistently and effectively throughout the school.
- Initiate, manage and evaluate change and improvement to develop the school and the staff.
- To provide clear leadership, educational direction and professional guidance in working with governors to develop and implement agreed aims and policies. Design policy and implement strategies for the efficient and effective running of the school within the policies adopted by local governance.
- Translate the vision into clear objectives that promote and sustain school improvement.
- Ensure that the school moves forward to the benefit of its pupils and their community.
- Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.
- To implement the governing body's policies promoting equal opportunities for all staff and pupils in line with the Equality Act 2010.

## Leading Quality of Education

### *Working with the Executive Headteachers to:*

- To lead and manage the school's planning, monitoring and evaluation, in partnership with governance and the Executive Headteachers, so that information is used to: improve teaching and learning; inform and motivate pupils; inform parents; provide necessary references for other agencies; and aid governance in their management of the school.
- To lead, manage and develop staff to ensure that the school's organisation, curriculum, and resources enable everyone to achieve the highest possible standards.
- To foster effective and highly effective teaching and learning throughout the school.
- To further develop a positive ethos which reflects a commitment to high achievement, an effective learning environment, good relationships and equality of opportunity for all pupils.
- To ensure the successful implementation of an enriched EYFS, Key Stage 1 and Key Stage 2 curriculum.
- Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
- Ensure an effective assessment framework which informs and drives raising of educational standards. Ensure a school wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.
- Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.
- To develop and maintain an extended programme of activities.

## Developing Self and Others

### *Working with the Executive Headteachers to:*

- Lead school change in a strategic and participative manner.
- Leading and ensuring provision of high-quality professional development, including oneself, that allows staff to: develop their own knowledge and skills, support each other with their learning and opportunities and time to engage in reflective practice.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities and partnerships, including within the Trust.
- Ensure effective planning co-ordination, support and evaluation ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
- Implement performance management systems that ensure high quality education provision. Effective performance management of staff, both teaching and non-teaching to ensure high quality provision and strong pupil outcomes.
- Identify pedagogical skills and knowledge required by staff to meet demands of new initiatives and for school improvement.
- Set high expectations for all and address underperformance – to provide high quality targeted support where any staff underperformance is identified.
- Lead and ensure the expectations and needs of other members of staff, and ensure that new appointees, trainees and NQTs are appropriately monitored, supported and assessed. This should be in relation to QTS and induction standards and those of the school, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- To act as a role model for the highest professional standards.
- Regularly self-evaluate, set personal targets and take responsibility for own personal professional development, including keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the school development plan, taking full advantage of any relevant training and development available (self).
- Have a duty of care to and ensure both self and others achieve an appropriate work/life balance

## Managing the Organisation

### *Working with the Executive Headteachers to:*

With the executive leader to:

- Create an organisational structure that reflects the Trust and school values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- To lead the effective management of all health and safety matters, including safeguarding, in accordance with the Trust and school's policies.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Recruit, retain and deploy staff appropriately.
- Ensure that the range, quality and use of all available resource is monitored, evaluated and

reviewed to improve the quality of education for all pupils and provide value for money.

- In conjunction with the Executive Headteachers and Governance, to be responsible for the appointment of teaching and non-teaching staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.
- To ensure a safe, well-maintained and attractive school environment.
- To act as the Accounting Officer in conjunction with the School Business Manager
- To be part of the Governance Board and attend all AIB/ governor meetings.

## **Strengthening Community**

### ***Working with the Executive Headteachers to:***

- To embed Trust and Exeter a learning community values and ethos in all aspects of school life.
- Co-operate and work with relevant agencies and partners to ensure the well being of children in line with the 5 Every Child Matters outcomes.
- Ensure learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.
- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.
- Manage effective relationships with all stakeholders and partners.
- To develop positive relationships with the community, other schools and agencies which support the school.
- To build, develop and maintain strong relationships with parents and guardians.
- To ensure all parents/ carers are well informed about all aspects of school life including:

- Curriculum attainment, achievement and progress
- Realistic and challenging targets for improvement

and to make a fully informed contribution to achieving them.

- To build strong relationships with other Headteachers across the IFTL Multi-Academy Trust and share best practice.

## **Safeguarding and Promoting the Welfare of Children**

### ***Working with the Executive Headteachers to:***

- To have overall responsibility for pupil behaviour and discipline, including the smooth running of the school day.
- To ensure that pupils feel safe and valued and that positive moral and ethical wellbeing is promoted
- Substantial knowledge and effective experiences of addressing the Every Child Matters (ECM) agenda and safeguarding issues.
- Ensure a safe and supportive culture of vigilance is embedded in the school.
- Ensure the welfare of children are safeguarded and promoted in line with current best practice and LA advice.
- Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- Health and Safety - be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

We are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and an enhanced DBS with the Criminal Records Bureau.

## Person Specification

### Education and Training

- Qualified Teacher Status
- Evidence of continuing & relevant professional development

### Experience

- Evidence of substantial sustained high-quality teaching across the primary school age range (baseline standard of very good with a clear track record of outstanding practice)
- An ability to demonstrate the highest-level skills in classroom organisation and management leading promotion of good behaviour and discipline across school
- An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests (and the ability to support colleagues in developing precision differentiation)
- Considerable experience and expertise in developing practice in Assessment and Record Keeping at w school level to secure improved levels of pupil achievement and accelerated progress
- Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources
- A full understanding of the National Curriculum and its implementation
- An awareness of recent national initiatives aimed at raising achievement and school improvement strategies
- A firm commitment to Equal Opportunities
- High level of initiative, self-awareness and interpersonal leadership skills
- A strong commitment to community links and the ability to confidentially engage with stakeholders
- An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity
- Willingness to support community initiatives, parent association groups and working parties
- Practical evidence of links with other schools, educational establishments and wider community to sup transition and enhance teaching and learning and personal development across the whole school
- Effectively promote professional relationships with parents and carers to enhance learning

### Leadership Qualities

- Ability to manage a variety of people and situations effectively and sensitively
- Initiate and manage strategic and continued improvement
- Plan, organise and evaluate the work of the federation and prioritise areas for development and improvement
- Ability to work strategically and collaboratively with the governing body
- Understand the principles of sound financial management others
- Ability to work between the Trust's schools as required whilst primarily being based at Exeter a learning community.
- Ability to work collaboratively with Trust's SLT/SMT whilst reporting to the Executive Headteachers
- Confidence and commitment to direct, delegate, develop and empower

### Self-Management Skills

- Proven ability to sustain and develop high quality teaching and learning across the school to improve on outcomes for children
- Knowledge of statutory requirements and the ability to ensure delivery within a broad, balanced, relevant and differentiated curriculum to support the whole child
- Knowledge of effective strategies for teaching pupils with SEN
- Work under pressure, meet deadlines, prioritise and manage own time effectively
- Achieve challenging professional goals, taking responsibility for their own professional development
- Chair meetings effectively
- Have excellent communication skills, both verbal and written
- Evidence of having successfully managed a budget
- Experience of staff recruitment

### Personal Qualities

- Demonstrate enjoyment of working with children and adults
- Approachable, fair and consistent
- Able to identify the need for strategic action and act determinedly when necessary
- Able to work effectively under pressure
- Significant experience of leading lesson observations and providing quality feedback to teachers

### Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.

### Review and Amendments

This job description is subject to annual review. It may be amended to meet the current needs of the school and only after full consultation with the Executive Headteachers.

Signed: \_\_\_\_\_ Matthew Shotton Executive Headteacher

Signed: \_\_\_\_\_ Mel Saunders Executive Headteacher

Signed: \_\_\_\_\_ Head of School

DATE: \_\_\_\_\_.