

Head of School - Job Description

Responsible to: Executive Headteacher

Job Purpose

The Head of School will lead Henwick Primary School, inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

Description of the role

The Head of School will report to the Executive Headteacher. They will:

- Support the Executive Headteacher to set and review the school's priorities and objectives, leading activity to ensure these are delivered;
- Demonstrate exemplary leadership;
- Develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent;
- Determine and drive appropriate standards and targets to deliver improvement; and
- Create an accountable, safe and positive learning environment in which diversity and co-operation are celebrated.

Responsibilities

The post holder will carry out the duties of the Head of School in consultation, where appropriate, with the Executive Headteacher, governing body, school staff and its parents and carers. Specific duties and responsibilities are set out below.

Curriculum, Teaching and Learning

- Work with the staff to develop, organise and implement an appropriate curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed.
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

Pupils

- Develop and maintain a sound practice for the pastoral care of pupils.
- Maintain, review and develop policies and procedures for promoting pupils' self-discipline and good behaviour in the context of a proper regard for authority.
- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

Staff:

- Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- Deploy and manage all the teaching and non-teaching staff of the school and allocate particular



duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.

- Delegate, as appropriate and agreed, specified duties of the Head of School to SLT or other members of staff.
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers
- Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods.
- Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it in consultation with the Executive Head teacher if appropriate.
- Work to identify opportunities for continuing professional development including in house courses, external courses and job related training.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the governing body on the professional development of all staff.
- Provide regular updates to the governing body, on staffing and management matter.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

Resources

- Work with the Executive Headteacher to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School and be accountable to the governing body for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with statutory guidance on school teachers' pay and conditions.
- Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

Relationships

- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Work with children, parents, governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.
- Provide information and to work with the governors of the school to ensure that they carry out their role effectively.
- Provide for liaison and co-operation with officers of the local authority and report to the local authority on the discharge of the Head of School's functions as required.
- Maintain liaison with other schools within the partnership and further education establishments with which the school has a relationship.
- Recognise and support the work of the parents' and carers' group in supporting school initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

Additional Responsibilities

- Arrange for an another SLT member or other suitable person to assume responsibility for the discharge of Head of school responsibilities at any time when they are unavailable.
- Participate, as appropriate and where necessary, in the teaching of pupils at the school.
- Have due regard for local authority and school policies on equal opportunities, health and safety and any other relevant area.
- Have regard for the work-life balance of school staff.