**Head Of School**

**Job details**

**Salary: L 4-7**

**Contract type:** Full Time/Permanent. Job share considered. Start 24th February 2025

**Reporting to:** Governing Body

**Main purpose**

The head of school, under the direction of the Executive Head Teacher and the Governing Body, will be responsible for providing the leadership and management of Hopton CEVC Primary School in line with the school vision and manage the day-to-day running of the school.

**Duties and responsibilities**

**Leadership and management of the school**

* Manage and develop a professional culture amongst all staff at the school
* Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
* Manage the school’s budget and resources alongside the school business manger
* Implement the school’s appraisal policy and other management processes and systems
* Support the implementation of school-wide policies
* Undertake self-evaluation and school improvement planning alongside the school-wide strategy to improve areas of weakness.
* Support the recruitment of teaching and non-teaching staff where necessary
* Provide training and continuing professional development (CPD) opportunities for all school staff
* Identify areas of progression and promotion for staff that support succession planning for the school

**Teaching and learning**

* Work with staff to promote high quality teaching across all subjects
* Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
* Make sure the school’s assessment system is fit for purpose and provides teachers with useful information about pupils
* Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
* Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
* Make sure standards of behaviour are high to foster an environment in which learning can thrive

**Communication**

* Work with the local governing body and Executive Head Teacher to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
* Help to build on the vision of the school and share with colleagues how this is being demonstrated.
* Attend any relevant local governing body meetings
* Contribute to reports to the board as necessary
* **Managing resources**
* Contribute to the budget setting, cash-flow management and all other financial management processes with the Business Manager and other leadership team members.
* Ensure value for money in any delegated financial responsibilities for purchasing and procurement
* Ensure the efficient and effective use of school resources

**Other areas of responsibility**

The head of school will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Governing Body.

**Person specification**

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| CRITERIA | QUALITIES |
| **Qualifications  and training** | * Qualified teacher status * Degree * National professional qualification for headship (NPQH) Desirable |
| **Experience** | * Successful leadership and management experience in a school * Teaching experience across the primary age phase * Involvement in school self-evaluation and development planning * Demonstrable experience of successful line management and staff development |
| **Skills and knowledge** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve * Understanding of school finances and financial management * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| **Personal qualities** | * Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |

**Notes:**

This job description may be amended at any time in consultation with the postholder.