



Job Description – Head of School

Job title/Post: Head of School at Garland Junior School

Salary: L8-15

Contract Type: Full Time / Permanent

Responsible to: Executive Headteacher

Start date: September 2024

Job Purpose:

The Head of School, under the direction of the Executive Headteacher, will:

- Be responsible for working with and supporting the Executive Headteacher on key school leadership and management areas. Accountable to the Executive Headteacher, the Head of School ensures the school is effectively managed and organised to meet the objectives and strategic priorities of the Executive Headteacher and Governing Board. The core purpose of the Head of School is to provide professional leadership and management of the school on a day-to-day basis. The Head of School is the leading professional in the school.
- The Head of School is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively deployed to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school. The Head of School is responsible for assisting the Executive Headteacher in ensuring that all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

Strategic Direction and Development of the School

- Working with the Executive Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development.
- Working in partnership with the Executive Headteacher and Head of School at Mrs Bland's Infant and Nursery School to identify key ways that the two schools can work together more effectively, and supporting implementation of these.
- To support the Executive Headteacher in maintaining and promoting the ethos and values of the school.

Teaching and Learning

- Providing an example of 'excellence' as a KS2 leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Executive Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for improvement.
- Undertake teaching duties where required.

Leading and Managing Staff

- Working with the Executive Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including their own continual professional development.
- To lead in Performance Management of all staff and to be responsible for Early Career Teachers (ECT) assessments and inductions.
- To ensure Teaching Assistants' Performance Management and training development is completed by appropriate line managers.
- In consultation with, and by the direction of the Executive Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of unqualified teachers and supply staff and Teaching Assistants' timetables and deployment.

Accountability

- Being accountable to the Governing Board and other stakeholders such as pupils and parents for the efficiency and effectiveness of the school, including performance, human, financial and physical resources, delegated budget and health and safety of all pupils and adults.
- Using a range of evidence, including national data and own school's performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- Developing a federation ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accepting responsibility for outcomes.
- Developing suitable quality assurance systems, including school review, self-evaluation and performance management and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including Executive Headteacher, governors, parents and Ofsted.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly supporting all decisions of the Executive Headteacher and Governing Body.

Specific Duties

- In their absence, deputise and undertake the professional duties and statutory responsibilities of the Executive Headteacher to the extent required by the Executive Headteacher or the Governing Board.
- Take the primary role in the day-to-day running of the school including but not limited to behaviour management, attendance, staffing and infrastructure.
- Ensure the federation vision is clearly and effectively articulated, shared and understood by all members of the school community.
- Contribute to a positive ethos for learning, including considering what benefits all children in the federation.
- Designated safeguarding lead, ensuring safeguarding is at the centre of school business. Ready to support the Executive Headteacher in all safeguarding issues.
- Take a lead role in organising training and professional conversations including producing an annual plan for the school in liaison with the Head of School for Mrs Bland's Infant and Nursery School.
- Leadership of KS2 whole school curriculum and provision including assessment, curriculum, teaching and learning and learning environment.
- Utilise experience and proven leadership in KS2 to ensure that the curriculum is relevant, accessible, rich and exciting.
- Implement the policies dictated by the governing board and Executive Headteacher.
- Maintaining awareness of budgets and budget holder's responsibilities, and effectively manage delegated budgets.
- Supply relevant data to the Executive Headteacher and governing board to facilitate accurate reporting.
- In collaboration with the Head of School at Mrs Bland's Infant and Nursery School and the SLT at relevant secondary schools, organise and oversee a child-centred transition process between Key Stage 1 and Key Stage 2, and between Key Stage 2 and Key Stage 3.

- Responsible for continuing professional development in the school, including of teaching assistants, ECTs and trainee teachers.
- Be the point of contact for teachers and other staff for welfare and wellbeing.
- Undertake such reasonable activities as the Executive Headteacher and Governors may require.

The Head of School reports to: Executive Headteacher.

The Head of School is responsible for: All Garland school staff.

Employee Specification – Head of School

You must demonstrate on your application form that you meet the following essential criteria:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	• Qualified Teacher Status • Current safeguarding training • Recent experience in leadership and management within in a school • Experience in teaching KS2 • Proven track record of successful collaborative and inspirational leadership and delivery of learning • Experience in managing others and holding staff to account • Experience in developing rigorous systems for measuring and managing performance • Experience in monitoring and improving the quality of teaching and learning • Experience of developing good working relationships with all stakeholders • Evidence of Continuous Professional Development	• An NPQ in leadership • Experience of leading a variety of curriculum areas • Experience of overseeing KS2
Knowledge	• Knowledge of effective primary practices and effective assessment tools • Knowledge of best practice/approaches to school improvement, leadership and governance • Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally and nationally • Experience of multiagency working to support vulnerable children and families, and to promote excellent attendance	

Skills and Abilities	• Ability to instil a strong sense of accountability in staff • Ability to lead by example, with integrity, creativity, resilience and clarity • Ability to clearly communicate the school's vision and values and drive the strategic leadership, with a proven record of implementing strategies • Ability to ensure outstanding teaching through an analytical understanding and knowledge of the core features of a successful classroom • Skilled in creating an environment where staff and pupils are motivated, supported and able to develop • Ability to support the development and training of staff • Ability to effectively challenge, inspire and influence others where appropriate • Ability to lead, manage and successfully implement change • Excellent organisational and problem-solving skills	Ability to work with financial astuteness with clear principles centred on the school's vision
Work-related Personal Requirements	• Reflective, positive attitude and self-critical • Caring and respectful • Excellent interpersonal and communication skills at all levels • Commitment to safeguarding and protecting the welfare of the children	