



JOB DESCRIPTION HEAD of SCHOOL



REPORTS TO:	Executive Headteacher
RESPONSIBLE FOR:	Supporting the Executive Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
GRADE:	L10 – L14

1.	<p>KEY PURPOSE OF THE JOB</p> <ul style="list-style-type: none"> To secure outstanding outcomes for all pupils in the 1590 Trust by providing the day to day leadership of a single school. The Head of School will promote and support the vision and direction of the 1590 Trust. The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher in consultation with the post holder to reflect or anticipate changes in the job.
2.	<p>LEADERSHIP</p> <ul style="list-style-type: none"> Accountable for ensuring the vision of the 1590 Trust is implemented and embedded effectively within the school. Accountable for the effective day to day leadership, management and internal organisation of the school. Effectively complete the requirements for performance management of staff. Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success. Liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff. Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community. Work with the Executive Headteacher to manage the school's delegated budget in line with the school's financial procedure, school improvement plan and strategic vision. Work with the Executive Headteacher in the effective and efficient use of existing resources, and the securing of additional resources, for the 1590 Trust. Ensuring all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students. Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated.

	<ul style="list-style-type: none"> • Undertake any relevant professional duties delegated by the Executive Headteacher. • Oversee and work as part of the SEND Team.
3.	<p>LEADING TEACHING AND LEARNING</p> <ul style="list-style-type: none"> • Accountable for leading on teaching and learning across the school, promoting high quality learning opportunities and the highest possible outcomes for children. • Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum. • Ensure that all children make optimal progress even where there are barriers to learning, through excellent systems and provision for all. • Ensure that a system for monitoring and developing the quality of teaching and learning is in place. • Ensure that there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes. • Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.
4.	<p>GENERAL DUTIES</p> <ul style="list-style-type: none"> • Upholds, understands, accepts and follows the School's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults. • To report all matters of concern in line with the School's procedures. • To undertake a teaching commitment at a level consistent with the needs of the 1590 Trust and the demands of the post as specified by the Executive Headteacher. • Cover classes when required
5.	<p>SAFEGUARDING and Promoting the Welfare of Children and Young People</p> <ul style="list-style-type: none"> • Role of Designated Safeguarding Lead in school. • To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. • To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.



PERSON SPECIFICATION HEAD of SCHOOL



The Selection Panel will be looking for evidence that the criteria have been met and that the candidate has demonstrated their ability to fulfil the criteria.

Please note that your application will be shortlisted on how well you demonstrate meeting the elements of the person specification detailed below. You should demonstrate this using the personal statement section of the application form.

Essential	Desirable	Source of Evidence
Qualifications and Training <ol style="list-style-type: none"> 1. Qualified Teacher Status 2. Honours Graduate or equivalent 3. Further professional/academic study 	16. Has NPQH qualification	Application Form/ Written Reference
Experience <ol style="list-style-type: none"> 4. Substantial experience as a member of a Leadership Group 5. Teaching experience in all areas EY – Y6 		Application Form/ Written Reference
Qualities and Knowledge <ol style="list-style-type: none"> 6. Articulate clear values and moral purpose which underpin the strategic vision for the school 7. Communicate the school's vision effectively to key stakeholders 	17. Maintain an up-to-date knowledge and understanding of education and school systems locally, nationally and globally	Letter of Application Formal Interview Selection Activity
Systems and Processes <ol style="list-style-type: none"> 8. Actively support the development of the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities 9. Promote leadership at all levels, ensuring that all understand their distinct roles and responsibilities and how they contribute to the overall effectiveness of the school 		Letter of Application Formal Interview Selection Activity
The Self-Improving School System <ol style="list-style-type: none"> 10. Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities 11. Draw on best practice (including from other schools and organisations) to inform school improvement and secure the best outcomes for all pupils 	18. Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives	Letter of Application Formal Interview Selection Activity
Safeguarding and Promoting the Welfare of Young People <ol style="list-style-type: none"> 12. Has a good knowledge of the Safeguarding systems within school 	19. Has current knowledge on recent national and local safeguarding developments	Letter of Application Formal Interview Selection Activity

<p>13. Has appropriate motivation to work with children and young people</p> <p>14. Has the ability to maintain appropriate relationships and personal boundaries with children and young people</p> <p>15. Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline</p>		Written Reference
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