**Job Description**

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| **Job Description:** | Head of School at Landgate School |
| **Responsible to:** | Executive Headteacher |
| **Line Manager:** | Executive Headteacher |
| **Grade:** | ISR 19-25 |
| **Hours:** |  |
| **Conditions of Employment:** | The appointment is subject to references, enhanced DBS and medical clearance |
| **Job Purpose:** | The Head of School has strategic responsibility for the individual school and will promote and  support the vision and direction of the Federation and school to enable the provision of high quality  Education for its pupils.  The Head of School will lead and manage the school on a day-to-day basis, will manage the senior  leadership team of the school and is the first point of contact for all stakeholders and  external agencies in matters relating to the school.  The Head of School will be an ambassador for the school and The Aspire Federation and will promote, raise and sustain its profile in the wider community.  The Executive Headteacher has overall and strategic responsibility for the schools  and will support and advise the Head of School and is their line manager. As an employee with  The Aspire Federation, staff may be required to work at any school within the Federation. |

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

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| **Main Areas of Responsibility:** |
| * The Head of School will continue to raise standards of achievement, be responsible for all day-today management of the children, staff, resources and building so as to promote and secure the achievement and well-being of all children and adults. * The Head of School will work with the Federation Executive Team and the school’s senior leadership team to provide an environment in which all staff and children are enabled to achieve success and to work towards achieving their potential. * The Head of School will have a key part in ensuring the effective management of behaviour by actively promoting excellent behaviour, supporting staff and parents in promoting excellent behaviour in all learners and ensuring that all Learners and adults are enabled to succeed in the school without hindrance or disruption. * The Head of School will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher. * The Head of School will have the major role of effectively managing, encouraging, developing, valuing and supporting staff and actively and visibly demonstrating his/her responsibility towards them. * The Head of School will be closely involved with the Federation Executive Team in recruiting, retaining and deploying appropriately so that the goals and targets for the school can be achieved.   **Vision, direction and development**  The Head of School will:   * Support the Executive Headteacher in developing and sharing the vision and direction of the school * Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders * Work with the leadership team, staff and directors to translate the development plans into action plans that identify clear achievable targets and outcomes * Work with the leadership team, staff and directors to rigorously evaluate progress towards targets and outcomes * Advise and support staff in the development and implementation of Federation policies |

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| **Teaching and Learning**  The Head of School will:   * Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the school * Create and maintain a welcome and supportive atmosphere * Ensure that the statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum * Ensure that the curriculum and pastoral care of the school is appropriate to the children’s differing experiences, interests, aptitudes and backgrounds * Give priority to developing high quality teaching and learning across the school * Ensure that a system for monitoring and developing the quality of teaching and learning is in place * Ensure that there is an effective system for assessing, recording and reporting of children’s progress * Implement effective agreed Federation policies for ensuring that children’s behaviour is appropriate and supportive to their own learning and the learning of others   **Leading and Managing Staff**  The Head of School will:   * Liaise with the Federation Executive Team in the recruitment and selection of teaching and support staff * Manage effectively the day-to-day deployment and performance of all staff * Create and maintain good working relationships amongst all members of the school community * Motivate and support staff by identifying and addressing areas for development and building on their strengths * Promote the highest standards of courtesy and mutual respect amongst all members of the school community * Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations * Encourage and model initiative, team work and working in partnership   **Efficient Use of Resources**  The Head of School will:   * Ensure the school budget is used to deliver a quality education and meets the objectives of the school improvement plan * Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements * Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all |

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| * Support the Federation Executive Team in securing additional and sufficient resources for the school   **Accountability**  The Head of School will:   * Work with the Executive Headteacher to ensure that all adult users of the building and grounds are aware of and adopt safe practices and that all activities comply with current legislative requirements * Work closely with the Federation Executive Team as appropriate and build and sustain a positive working relationship * Provide information, support and advice to the Federation Executive Team based on a well-grounded and practical knowledge of the school on a day-to-day basis * Work with the Executive Headteacher to ensure that the school staff and directors collect, receive and use performance data to support school improvement and raised levels of achievement * Working with the Senior Leadership Team, update the Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgements made in evaluating the school’s success * Keep parents informed about their child’s attainment and progress and support parents in understanding how they can contribute to their child’s learning * Effectively implement and work within the agreed protocols * Sign and uphold the Federation’s Code of Conduct. * Ensure protocols are adhered to and submit timely progress reports to Federation Executive Team.   **Partnership**  The Head of School will:   * Develop and encourage working partnerships with parents and carers * Develop and encourage good relations between the Federation schools and the local community * Encourage inter-school links and events of mutual benefit to all children including participation in school events outside of working hours. * Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals   **Safeguarding**  The Aspire Federation is committed to safeguarding and promoting the welfare of children and young people at all times. The Head of School will be responsible for promoting and safeguarding the welfare  of all children for whom they are responsible, or with whom they come into contact, in accordance with the Federation’s Child Protection Policy. |

Appointment Criteria / Person Specification **(Application / Interview / Reference / Certificate)**

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| **Personal Attributes Required** | **Essential (E) Or Desirable (D)** | **Method of Assessment** |
| **Qualifications/Training**  Recognised teaching qualification, degree or equivalent.  NPQH Qualification or willingness to work towards. | E  E | A/I  A/I |
| **Experience**  Proven successful experience of leading whole school initiatives/projects.  Evidence of recent, successful relevant continued professional development  Proven success as Headteacher, Deputy Headteacher/Assistant Headteacher.  Proven successful SEN teaching experience across a range of learners and securing improvement.  Extensive successful experience of leading whole school initiatives in continued improvement.  A wealth of experience of working with outside agencies / involvement in wider initiatives including the community.  Significant experience of monitoring, evaluating and improving Teaching and Learning.  Significant experience of improving standards through the use of pupil performance data, target setting and other strategies | E  E  E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Skills/Knowledge/aptitudes**  A good understand the qualities of outstanding teaching.  Up to date knowledge of safeguarding practices and safer  recruitment.  Knowledge of current developments, national priorities and statutory frameworks in education. | E  E  E | A/I  A/I  A/I |

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| Fully committed to whole school improvement and securing engagement of all stakeholders,  Knowledge, understanding and experience of practical application of whole school self-evaluation processes.  Able to uphold and promote the caring ethos of the Federation and its teamwork approach.  Able to maintain and further develop existing excellent links with parents, other stakeholders and the local community.  Ability to relate to a range of people at all levels with excellent communication skills.  Present an excellent and positive role model for pupils and staff.  Ability to make firm decisions and convey them clearly.  Excellent interpersonal skills and a caring understanding approach.  Excellent time management and organisational skills.  Demonstrate perseverance and resilience.  A flexible approach and open to new and creative ideas.  Ability to work in partnership with enthusiastic, proactive colleagues in the best interests of the school.  Successful experience of contributing to the delivery of high  quality CPD/coaching and mentoring | E  E  E  E  E  E  E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Legal Issues**  Legally entitled to work in the UK | E | A/I |