

JOB DESCRIPTION

JOB TITLE: HEAD OF SCHOOL

LOCATION: Mereside Church of England

Grade: L14-L18

Salary: £65,010-£71,729

PURPOSE OF JOB:

To carry out such duties of a Head of School, as set out in the School Teachers' Pay and Conditions.

You will be responsible for:

- Supporting the running of academy on behalf of the Executive Principal, undertaking all relevant Principal duties in the absence of the Executive principal.

RESPONSIBILITY LINKS

Reports to: Executive Principal

Responsible for: Teaching and Learning

SPECIAL CONDITIONS: Supportive of the Executive model with Trinity

Supportive of St. Chad's Trust

MAIN ACTIVITIES:

- To work with the Executive Principal at all levels of administration planning and delivery at both a strategic level and on a day-to-day basis
- To play a major role alongside the Executive Principal in the implementation of the aims and objectives of the Trust
- Ensuring equality of opportunity
- Ensure the nature and Christian ethos of the academy are securely embedded and promoted in the life and work of the academy
- Ensure that the academy's Christian Distinctiveness is central to the day to day running of the academy
- To support the Executive Principal in the appointment and deployment of staff and to take a leading role in the performance management of all staff as requested, linking to the academy's development priorities

- To manage teaching, support, and clerical staff on a day-to-day basis, and to oversee the work of contractors and other non-academy employees working on site
- Be involved in setting, managing, and monitoring the academy budget to be able to manage resources and aspects of the budget effectively on a day-to-day basis on the 'home site', helping the Executive Principal and Academy Business professionals to demonstrate 'Best Value'

Effort Demands

- To model both teacher and leader, coaching and directing staff within and outside the classroom, as an exemplar of practice
- To support new teachers, students, supply staff and work experience students in the academy

Responsibilities

- The evaluation of the day-to-day performance of the academy and the staff/pupil outcomes and support the Executive - / Principal in analysing this and recording within the SEF
- Support the creation of the academy's development plan and the ongoing cycle of review
- To take a lead in monitoring and tracking progress, in target setting and in raising of standards throughout the academy
- To ensure that all statutory assessment, recording, and reporting procedures are followed in accordance with national requirements
- To promote effective communication throughout the academy
- To develop, support and maintain a purposeful and stimulating environment for learning and teaching
- To provide a high standard of duty of care for staff and pupils and to comply with all legislation and guidance relating to child protection
- To promote high standards of behaviour throughout the academy and to play a high-profile role in all matters of behaviour which may not need the direct intervention of the Executive Principal
- To be an effective team leader, coach and mentor encouraging and supporting the professional development of all staff
- To draw up all rotas for the day-to-day smooth running of the academy, allocating or delegating duties and responsibilities to staff as necessary
- To lead Collective Worship and play a significant role in maintaining close worship links with the Church and the Diocese of Lichfield

- To foster good relationships with staff, parents, and local Academy Committee members and to maintain effective communication with all stakeholders
- To ensure compliance with Safeguarding and Health & Safety legislation

Any other duties which are commensurate with the grading of the post.

DATE PREPARED: Sept 2023