



SCHOOL: Olympic Primary School

POST: Head of School

SCALE ALLOWANCE: L17-23

Responsible To: Executive Headteacher

The particular duties assigned to this post are set out in the school teachers pay and conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school or the Lion Academy Trust partnership of schools. Variations in the duties of Head of School are common occurrences and cannot in themselves justify a re-grading of the post.

As Head of School within The Lion Academy Trust, you will be required to undertake duties and responsibilities associated with Lion Academy Trust School.

Main purposes of the job

This job description is subject to the general conditions of service for a Headteacher as set out in the current school Teachers Pay and Condition Document.

Shaping the Future

The Head of School will work closely with the Executive Headteacher to:

- Maintain and extend an ethos and provide educational vision and direction that secures effective teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole school community to the vision and direction of the Lion Academy Trust
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including Governors, the local community, Ofsted and others, to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governors, parents and carers.
- Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short term objectives to secure school improvement.
- Motivate all concerned with the school to create a shared culture and positive climate.
- Continue to place Lion Academy Trust School at the heart of its community by attending events throughout the year, engaging in activities that will promote Lion Academy Trust School within the community.

Strategic Direction and Development

- Work with the Executive Headteacher to develop the strategic view for the partnership and to analyse and plan for the future needs and further development of the school.



- Ensure that the management, organisation and administration of the school support the vision and aims of the school.
- Monitor, evaluate and review the effect of policies, priorities and targets of the school.

Leading & Managing

- To lead, motivate, support, challenge and develop staff to secure improvement.
- To secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement.
- Motivate and enable staff to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to students' achievement and personal professional development.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for the outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils, parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Take a lead in the arrangements for appraisal/performance management of Lion Academy Trust School Staff and in the setting of appropriate objectives and take responsibility for promoting your own professional development.
- On the request of the Executive Principal or the Governing Body, deputise for the Executive Headteacher as required.

Efficient and effective development of staff and resources in line with the Lion Academy Trust's strategic plans and financial contexts

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievements, ensure efficiency and secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Advise the Executive Headteacher on appropriate priorities for expenditure, and ensure effective administration and control.

Accountability

- Be accountable to the Executive Headteacher for the efficiency and effectiveness of the school



- Provide information, objective advice and support to the Executive Headteacher to enable responsibilities for securing effective teaching and learning and improved standards of achievement to be met.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including parents, governors, the local community, Ofsted and the Executive Headteacher, to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure progress and school improvement, reporting regularly to the Executive Headteacher.
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Executive Headteacher.
- Monitor and evaluate the school improvement plan reporting regularly to the Executive Headteacher.
- Provide any local and national data required by the Executive Headteacher, the Governing Body or the Lion Academy Trust.
- To think creatively and imaginatively about the school's development, to anticipate and resolve problems and to identify opportunities that will benefit students.

This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.



Head of School Person Specification

The post holder will be required to safeguard and promote the welfare of children and young people.

A. Qualifications, Experience and Professional Development

- Qualified Teacher Status
- Degree
- Meets the requirements re: the National Professional Qualification for Headship for first substantive headship

Professional Development

- Professional Development in preparation for Headship
- Has successfully undertaken NCSL/CWDC-approved 'safer recruitment' training

Other training

- Experience as a Deputy Headteacher or acting headteacher
- A proven track record of successful senior leadership in the primary phase
- Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management
- Teaching Experience
- Successful teaching experience in a primary school

B. Professional Knowledge and Understanding

1. Shaping the Future

In particular

- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation
- The ability to work productively in partnership with the Governing Body in the interests of Lion Academy Trust School and the community

2. Leading Learning and Teaching

In particular

- The principles and practice of effective learning and teaching
- Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance
- Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every student
- Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and wellbeing
- The principles and practice of high quality personal, spiritual, moral, social and cultural education
- The principles and practice of high quality personal, social and health education

3. Developing Self and Working with Others

In particular

- The significance of interpersonal relationships and strategies for promoting individual and team development



- Promoting an open, fair and equitable culture consistent with the Lion Academy Trust School ethos
- The relationships between self evaluation, appraisal/performance management and continuing professional development
- The impact of change and different leadership styles on individuals and organisations
- The importance of partnership working and accepting appropriate support from others, including colleagues, governors and external agencies
- The role of collaboration and networking within and beyond the school

4. Managing the organisation

In particular

- Principles, strategies and practice of school improvement and self evaluation in fulfilling the Mission Statement
- Distribution and delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation
- Sustaining effective organisational structures, systems, policy and practice to reflect the schools' values
- Managing the school efficiently and effectively on a day-to-day basis
- Using informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda

5. Securing Accountability

In particular

- Principles and practice of quality assurance systems, including school review, self evaluation and performance management
- An understanding of the Ofsted framework, of what characterises an outstanding school and a commitment to drive improvement in that direction
- Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance
- Stakeholder and community, including students and parents, engagement in, and accountability for, school self evaluation and the success and celebration of its performance
- Individual, team and whole school accountability for student learning outcomes

6. Strengthening Community

In particular

- Listening to, and reflecting and acting on, community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning



- Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all Lion Academy Trust School students.
- Commitment to attending all Academy Trust School events and functions and to representing Lion Academy Trust School at Community events throughout the year

C Personal Skills and Attributes

The ability to

- Respect the dignity of each person
- Inspire, challenge, motivate and empower teams and individuals to achieve
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Show emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline