

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Head of School
Line Management:	CEO

Key Functional Relationships
<ul style="list-style-type: none">• HT-P, Strategic Leadership and Management Team• Local Governing Board• All teaching and support staff• Pupils & parents• External bodies and agencies

Core Purpose
<ul style="list-style-type: none">• To create a clear vision of the relevant phase and provide strategic direction and leadership to the Academy• Operational management of all staff including leaders and teaching and support staff, as agreed in staffing structure• To act as the leading professional within the school and work proactively and independently to secure the best possible support and management strategies in relation to curriculum development• To raise standards across the school and lead, develop and manage all matters relating to all learners within the school• To strategically plan for and oversee the creation and development of a sustained and vibrant, stimulating provision which enhances and challenges pupils' interest and pays due regard to the arts• To effectively manage the leading professionals in creating and sustaining the ethos and high standards of the learning community in line with school improvement priorities• To inspire, motivate and influence staff and pupils to achieve the Academy's ambitions by instilling a culture of academic rigor• To advise and support the Executive Team and Local Governing Board ensuring that information is communicated clearly• To create and develop working links with relevant external agencies, business and other institutions• To facilitate and ensure that the highest standards of teaching and learning are maintained and mechanisms are followed in order that standards are quality assured• To ensure that pupils and staff are continually and effectively challenged and supported• To monitor appropriate staff in ensuring that they take overall responsibility for the development of planning and assessment for the curriculum, learning and associated protocols• Lead the monitoring of pupil progress and tracking procedures, including; Target Tracker, RAISE On-line, Ofsted reports and key groups as identified by performance managers

Main Duties/Responsibilities

- In partnership with the SLT produce the **SDP and SEF** with appropriate stakeholders and develop a self-evaluation framework, taking due account of OFSTED and current best practice, and the evaluation needs of the school so as to ensure the provision is of consistently high standard
- To ensure that the materials and fabric of the school are well maintained and relevant **Health & Safety regulations** are observed
- To assist in the **appointment, deployment and development** of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- To take on any additional responsibilities which might from time to time be determined
- To ensure that a close working relationship is developed with the other Academy Principals and Heads of School within the Trust to ensure **shared best practice**

Generic Responsibilities:

- To uphold standards in public life
- To work with all staff and the Board of Trustees to establish a thriving, high achieving learning community
- To work collaboratively with the SLT in order to renew and extend the vision of the whole Trust and the Learning Community of the Academy and effectively communicate the work of the Academy to parents via parents' meetings, open days and other opportunities as they arise
- To be conversant with national and international developments in education and to appraise the Executive Team and Local Governing Board of relevant implications for the Academy/Trust
- To collect analyse and use data/information for policy review, development and implementation and disseminate to the staff as appropriate
- To create and foster a culture of professional attitudes amongst all teaching and support staff
- To chair relevant meetings and attend committees or working parties at Academy level
- To encourage and foster active and constructive links with parents and members of the wider community
- To promote and support the extra-curricular provision and needs of the Academy
- To represent the Academy as required at Trust functions, meetings and presentations
- To be aware of and adhere to and promote policies and procedures and ensure you are responsible for ensuring that you and other staff adhere to updates and amendments
- To undertake your professional requirements related to training by taking initiative and making appropriate requests for specific and relevant training to ensure and sustain appropriate levels of expertise and commensurate competencies

Shared Responsibilities:

With other members of the SLT :

- To act as Appraisal Manager and Mentor to staff
- To participate in and support staff on duty rotas
- To support staff regarding matters of pupils' behavior and discipline
- To assist with the organisation of annual, termly and day to day routines and with arrangements for special occasions during the holidays
- To support promote and encourage school activities
- To maintain a continuing commitment to professional development by undergoing appropriate training
- To ensure that IT is fully integrated into all aspects of the Job Description
- Contribute to the overall ethos/work/aims of the school and to be aware of and support diversity and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To undertake any other duties as directed by the Executive Team

Notes:

The above responsibilities are subject to:

This Job Description can be amended at any time after consultation between the post holder and the Executive Team

It is likely that the responsibilities above could change or rotate as membership of the strategic leadership team develops

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Job Title:	Head of School
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Qualification and Experience	Evidence
<ul style="list-style-type: none"> • QTS (e.g., Cert. Ed. B.Ed or other 1st degree with PCGE) • A higher degree or further professional qualifications • Management/leadership qualification at whole Trust level e.g., MA (Ed), MA or other post graduate study • Experience of leading CPD • Proven track record in raising standards 	
<p>Shaping the future</p> <ul style="list-style-type: none"> • Is able to articulate a strong, clear vision for high quality primary education which maximises the potential of the school • Can articulate ways of building, communicating and implementing shared vision • Has experience of school self-evaluation and can describe effective strategies for undertaking this • Demonstrates understanding of the strategic planning processes • Has experience of leading significant change which has impacted upon pupil outcomes (e.g, through a subject lead role) • Has first-hand experience and involvement in school improvement planning • Confident in the use of IT based management information systems • The ability to show knowledge of child development theory and demonstrate its impact on curriculum development 	
<p>Leading teaching and learning</p> <ul style="list-style-type: none"> • Demonstrates personal enthusiasm for teaching and learning • Is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard • Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress • Understands the importance of IT in learning and its future implications • Can articulate strategies for improving the quality of teaching of colleagues • Has day to day working knowledge of the National Curriculum in Early Years Foundation Stage, KS1, KS2. 	

<ul style="list-style-type: none"> • Has experience of working in partnership with senior staff to monitor, evaluate and improve teaching and learning 	
<p>Developing self and others</p> <ul style="list-style-type: none"> • Strong evidence of continuous and ongoing professional development and recent and relevant training. 	
<p>Managing the organisation</p> <ul style="list-style-type: none"> • Experience of leading a curriculum change and be able to demonstrate its impact • The ability to both lead and be an integral part of teams of varying types within the Trust organisation • Knowledge of and adherence to legal issues relating to managing the academy including the single equality statement • Maintain appropriate levels of confidentiality with regards to school business 	
<p>Securing accountability</p> <ul style="list-style-type: none"> • Thorough understanding of and experience of pupil target tracker or similar 	
<p>Strengthening community</p> <ul style="list-style-type: none"> • A commitment to be fully involved in the extra-curricular life of the Trust • To promote the Academy and the Trust as a whole 	
<p>Safeguarding and promoting the welfare of children</p> <ul style="list-style-type: none"> • Safeguarding issues and current legislation Pickhurst Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Strong leadership skills • Flexibility and willingness to develop further • Strong interpersonal skills • Effective communication and presentation skills • A sense of humour • The ability to work under pressure and meet deadlines • The ability and determination to make things happen 	