

Pyrford Church of England Primary

JOB DESCRIPTION

Head of School

Since its last inspection in 2013, the school has converted to a Single Academy Trust. It subsequently converted to a Multi Academy Trust in 2018. The school gained National Support School Status and was an active member of the Surrey Teaching Schools Network. The current Headteacher is a designated NLE National Leader of Education and supports schools in the locality. The school is exploring partnership working with a geographically local Multi Academy Trust, to ensure that staff have regular, quality CPD. The school is engaging in external school improvement, support and validation. The school actively works with the Maths and English Hubs based in the South East region. Leaders engage with CST as well as local academy partners.

The school established an onsite nursery in 2017, following the opening of the new school building in September 2016. The nursery is integral to the school and has a QTS lead. Both the main school and the nursery are oversubscribed.

There are currently 450 pupils in the main school (one bulge class) and 39 pupils in the nursery. The school is a diverse community, which is represented by 14 ethnic groups; and 23% of pupils have EAL. The school is in the 2nd quartile for pupils with SEND (including EHCP plans) and the 4th quartile for pupils entitled to PP.

Outcomes in the school are usually in the top 20% nationally and greater depth outcomes in maths are significantly above national outcomes year on year. The school has been addressing outcomes and progress in writing, which declined between 2017-2019. Progress in reading and writing at key stage 2 is a focus for the school, but this is still a challenge as internal data tracking shows that writing was heavily impacted during the lockdown period. An action plan has been put into place.

Job Title: Head of School
Reports to Executive Headteacher (EHT)
Responsible for staff team

Purpose:

To secure outstanding outcomes for all pupils of Pyrford C of E Primary School by providing the day to day leadership of a single school. The Head of School (HOS) will promote and support the vision and direction of The Newark 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 EHT, in consultation with the post holder, to reflect or anticipate changes in the job.

Main Duties / Responsibilities

LEADERSHIP

The HOS will

- be accountable for ensuring that the vision of The Newark Trust is implemented and embedded effectively within the school
- be 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
- be responsible for the recruitment and selection of teaching and support staff, in consultation as appropriate with the EHT and Governors
- support the Governors in creating and maintaining good working relationships amongst all members of the school community
- work with the School Business Manager (SBM) to manage the school's delegated budget, in line with the school's financial procedures, school improvement plan and strategic vision
- work with the SBM in the effective and efficient use of existing resources, and in securing additional resources for the school
- ensure that all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students
- ensure that all school policies are regularly reviewed and updated
- undertake any relevant professional duties delegated by the EHT.

LEADING TEACHING AND LEARNING

The HOS will

- be 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.

GENERAL DUTIES

The HOS will

- understand, accept and follow the School's Safeguarding and Child Protection procedures, in order to protect the safety of all children and vulnerable adults within the school community
- report all matters of concern, in line with the School's procedures.