



Job Profile: Head of School

Post Title: Head of School

Salary: Leadership scale L18 - L22

Location: Reigate Valley College

Directly Accountable To: Director of Education

Main purpose of the job:

The Head of School will promote and support the vision and direction of the Trust by providing the day-to-day leadership that will enable it to build success and provide high quality education for its students.

The Head of School leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School at RVC will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Director of Education has overall and strategic responsibility for all schools within the Trust. The Director of Education will support and advise the Head of School and is their line manager.

Key responsibilities: -

- Continue to raise standards of achievement, be responsible for all day-to-day management of the students, staff, adult users, resources and building so as to promote and secure the achievement and wellbeing of all children and adults
- Work with the CEO, Director of Education, IET Executive Team, RVC Senior Leaders, Trustees and Local Governing Body to provide an environment in which all staff and students are enabled to achieve success and to build towards achieving their potential
- Ensure the effective management of student's pastoral wellbeing by actively promoting good behaviour, supporting staff, parents and carers in promoting wellbeing in all students and ensuring that all students and adults are enabled to succeed in school
- 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 Director of Education
- Have a major role in effectively leading, encouraging, developing and supporting staff and actively and visibly demonstrating responsibility towards them
- Be closely involved with the Director of Education in recruiting, retaining and deploying staff appropriately, so that the goals and targets for the school can be achieved.
- Address and meet the Headteacher Standards 2020
- Carry out professional duties in accordance with and subject to the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually). These are over-riding requirements which cannot be amended

Vision, direction and development

The Head of School will also be a member of the Trust Senior Leadership Team and as such will:-

- support the Director of Education 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 CEO, Director of Education, Trustees and Local Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all
- demonstrate the school's values in everyday work and practice
- work with senior leaders, staff and Local Governing Body to translate the strategic plan for the Trust into action

plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.

- work with other senior leaders, staff and Local Governing Body to rigorously evaluate progress towards targets and outcomes
- support the CEO and Director of Education in ensuring that all school policies are regularly reviewed and updated and that staff, Trustees and the Local Governing Body are involved in this process
- ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure
- ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote RVC within the local, national and global community

Leading Teaching and learning

The Head of School will: -

- lead by example by being a operational classroom practitioner
- ensure that learning is at the heart of strategic planning and resource management.
- 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 RVC
- ensure that all children are enabled to access a broad, balanced and relevant curriculum
- maintain the curriculum and pastoral care of the school so that it 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 the school environment, including each classroom environment, reflects and supports high quality learning
- create a culture and ethos of challenge and support where all students can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- ensure that a system for monitoring and developing the quality of teaching and learning is in place
- with the Director of Education ensure that there is an effective system for assessing, recording and reporting of student's progress
- maintain a consistent and continuous focus on student's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- implement strategies that maintain high standards of behaviour and attendance

Leading and Managing Staff

The Head of School will: -

- liaise with the Director of Education in the recruitment and selection of teaching and support staff with support of the Director of Education act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review
- support the CEO, Director of Education, Trustees and the Local Governing Body in creating and maintaining 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 to support school succession planning
- ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulation
- encourage and model initiative, teamwork and working in partnership
- develop and strengthen leadership, including middle leadership, across the school

Efficient use of resources

The Head of School will: -

- work with the CEO, Director of Education, Trustees and the Local Governing Body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans
- manage the agreed budget on a day-to day basis ensuring effective administration and value for money
- monitor the budget and with the Director of Education make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- 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

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Partnership

The Head of School will: -

- develop and encourage working partnerships with parents and carers
- encourage inter-school links and events between partner and local schools
- develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals

Person Specification

Qualifications

- Qualified teacher status
- Evidence of further professional study in relation to pupils with special needs.

Experience

- Substantial experience in working with pupils with special needs including those with emotional and behavioural difficulties
- Experience of working with other agencies
- Experience of using academic data to provide the best outcomes for students

Knowledge

- Knowledge of current educational practice
- Knowledge of legislation in the field of education and special educational needs
- Knowledge and experience of devising/monitoring individual programmes, assessment, recording and reporting
- Knowledge of ECM and the law in relation to safeguarding.

Specific Skills

- Good / Outstanding teacher
- Proven ability to manage/resolve conflict
- The ability to establish trusting relationships with professionals, parents/carers and children
- The ability to communicate effectively both in writing and orally.
- The ability to manage sensitively

Personal Qualities

- Confident and calm personality
- Creative, dynamic approach
- Commitment to researching and implementing best practice

Other Factors

- A commitment to Equal Opportunities
- Valid driving licence and use of car