

Job Description

Job title:	Head of School
School:	Ruskin Academy and Ruskin Infant School
Responsible to	Executive Principal
Location:	Wellingborough
Salary:	L16-L21
Contract type:	Permanent

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 Principal 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
- 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.

Shaping the Future

- Work with the Executive Principal 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 and 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 Principal 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 Principal on appropriate priorities for expenditure, and ensure effective administration and control.

Accountability

- Be accountable to the Executive Principal for the efficiency and effectiveness of the school
- Provide information, objective advice and support to the Executive Principal 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 Principal, 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 Principal.
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Executive Principal.
- Monitor and evaluate the school improvement plan reporting regularly to the Executive Principal.
- Provide any local and national data required by the Executive Principal, 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 sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.