

Job description

Job Title	Head of School
Grade	L9 -12
Responsible To	Executive Principal
Staff Managed	All teaching and support staff in the allocated school
Job Family	Head of School in a small Primary school
Job Purpose	To provide professional leadership of a Primary school, with the support of the Executive Principal, which secures high quality education for all its pupils and excellent standards of learning and achievement.
Job Context	Those appointed would need to have the flexibility to work across different schools within the Trust should this be required. The successful candidate is being appointed to work for Hope Sentamu Learning Trust and not a specific school context. If the candidate is asked to work in a Church school, they will need to fulfil the specific duties in relation to the Trust Church schools (see below).

Accountabilities / Main Responsibilities	
Key Responsibilities	<ul style="list-style-type: none"> • To formulate and achieve the aims and objectives of the school as agreed with the Executive Principal. • Under the leadership of the Executive Headteacher: <ul style="list-style-type: none"> • To ensure all pupils (including the disadvantaged and those with SEND) make excellent progress benchmarked against national standards. • Monitor and evaluate staff performance and to hold staff to account in order to raise standards. • Ensure that staff wellbeing is embedded into the culture of the school. • Manage the internal operations of the school through the clear formulation and implementation of policies, plans and practices, and the direction of staff. • Ensure that all learners are effectively cared for and supported, with due regard to safeguarding and other relevant legislation.
Strategic Development	<ul style="list-style-type: none"> • Build relationships with agencies which can help and support our school community. • Support Trust-wide strategy and development.

<p>Curriculum</p>	<ul style="list-style-type: none"> • Under the leadership of the Executive Headteacher: <ul style="list-style-type: none"> • Develop curriculum intent for an ambitious curriculum for all • Lead implementation of the curriculum • Provide a sound foundation for pupils' learning and monitor progress carefully. • Ensure a wide range of activities for pupils to give them confidence in their ability to take on new challenges, raise aspirations, increasing self-belief and resilience. • Provide a safe and healthy environment in which pupils' happiness and welfare can be nurtured. • Ensure all teachers within the school <ul style="list-style-type: none"> • Have good subject knowledge; • Present subject matter clearly; • Use assessment well; • Create environments that allow the learner to focus on learning; • Have high expectations of learner's behaviour; • Create a positive learning environment; • Ensure learners attendance is high and they are punctual to all lessons; • Prepare learners for life in modern Britain.
<p>Leading and Managing Staff</p>	<ul style="list-style-type: none"> • Under the guidance of the Executive Headteacher: <ul style="list-style-type: none"> • Engage all staff in the process of meeting those standards, encouraging ownership and involvement. • Lead quality assurance of all aspects of provision and subsequent developments. • Ensure and enhance effective working relationships with other schools and agencies as well as those within the Trust. • Facilitate the sharing of best practice across partner schools and across the Trust. • Encourage continuous professional learning, monitoring the induction and professional development of all staff through regular performance appraisal.
<p>Church School Duties</p>	<p>If appointed to be Head of School in a Trust Church school the candidate must be able to:</p> <ul style="list-style-type: none"> • confidently articulate, live out and work with the Executive Headteacher to promote a vision for the school rooted in distinctively Christian teaching. • support and work with the Executive Headteacher of the school to articulate an explicitly Christian vision that impacts positively upon standards of achievement, the distinctively Christian character of the school and the well-being of the whole school community. • work under the direction of the Executive Headteacher to secure the impact of an explicitly Christian vision through evaluation and strategic planning. • prepare self and support the Executive Headteacher to prepare others for future leadership across church schools.

	<ul style="list-style-type: none"> • ensure that arrangements for religious education and collective worship meet statutory requirements under the leadership of the Executive Headteacher • support the Executive Headteacher to promote effective relationships with all pupils, staff, governors, parents, the church, parish and the Diocese, the local community, the Local Authority and other external bodies to further enhance the positive image of the school and the Trust. • Under the leadership of the Executive Headteacher, work closely with the local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures.
Safeguarding	<ul style="list-style-type: none"> • Under the leadership of the Executive Headteacher, ensure the primary school has effective safeguarding.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification - Head of School

Key

E - Essential D = Desirable A = Application I = Interview P = Presentation AA = Assessment activities

	E/ D	A	AA	I
Qualifications				
<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent • Evidence of continuous professional development • NPQSL • Has achieved or is working towards gaining the NPQH 	E E E E D	✓ ✓ ✓ ✓ ✓		
Knowledge and experience		A	AA	I
<ul style="list-style-type: none"> • Up to date understanding of the Ofsted framework • Up to date knowledge of what research and inspection findings tell us about effective leadership, teaching and learning and inclusion in primary education • Ability to identify own learning needs and to support others in identifying their learning needs • Evidence of strong teaching and developing the practice of others • Experience of phase leadership or other whole school leadership as a minimum • A proven track record of securing improvement in the quality of teaching and learning and raising standards • Experience of using all relevant data to drive school improvement • Strong understanding of statutory requirements relating to the curriculum and assessment • Experience of developing a curriculum • High expectations when managing, developing, inspiring, challenging and motivating staff • Commitment to working with other trusts, organisations and agencies 	E E E E E E E E E	 ✓ ✓ ✓ 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

<ul style="list-style-type: none"> • An understanding of the legislation relating to SEND and to Keeping Children Safe in Education, including Prevent and British Values. 	E		✓	✓
<ul style="list-style-type: none"> • Relevant experience in more than one phase 	D		✓	
<ul style="list-style-type: none"> • Previous experience of working and bringing about positive change in a challenging school 	D		✓	✓
Strategic leadership				
<ul style="list-style-type: none"> • Ability to articulate and share the school's Vision, Aims and Values 	E	✓	✓	✓
<ul style="list-style-type: none"> • The confidence and ability to inspire and motivate staff and trustees to achieve the aims of the trust 	E		✓	✓
<ul style="list-style-type: none"> • Evidence of having successfully translated vision into reality at school level 	E	✓	✓	✓
<ul style="list-style-type: none"> • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement 	E		✓	✓
<ul style="list-style-type: none"> • Evidence of analysing data, developing strategic plans, setting targets and evaluating progress towards these 	E		✓	
<ul style="list-style-type: none"> • Demonstrable success in raising standards and meeting challenging targets 	E			✓
<ul style="list-style-type: none"> • Supporting strategies for performance management 	E			✓
Skills, qualities and abilities				
<ul style="list-style-type: none"> • Lead by example, demonstrating a 'can do' approach 	E			✓
<ul style="list-style-type: none"> • Empathy with staff 	E			✓
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors, local authority and external agencies 	E	✓	✓	✓
<ul style="list-style-type: none"> • High expectation for children learning and attainment alongside high aspirations for all 	E		✓	✓
<ul style="list-style-type: none"> • Ability to provide a safe, calm and well-ordered environment to facilitate excellent behaviour 	E		✓	
<ul style="list-style-type: none"> • Ambition for our school 	E		✓	✓
<ul style="list-style-type: none"> • A commitment to continuous school improvement 	E		✓	✓
<ul style="list-style-type: none"> • Experience of offering challenge and support to improve performance 	E		✓	✓

<ul style="list-style-type: none"> ● Perseverance and resilience in the face of challenge 	E		✓	✓
<ul style="list-style-type: none"> ● Ability to remain calm, positive and enthusiastic when working under pressure 	E		✓	✓
<ul style="list-style-type: none"> ● Manage and resolve conflict 	E			✓
<ul style="list-style-type: none"> ● Ability to organise work, prioritise tasks, make decisions and manage time effectively 	E		✓	
<ul style="list-style-type: none"> ● A belief in the importance of extra-curricular opportunities for all children 	E		✓	✓
<ul style="list-style-type: none"> ● Welcoming a “critical friend” approach from the governors 	E			✓
<ul style="list-style-type: none"> ● Experience of presenting reports to trustees 	D		✓	✓
Leading and managing staff				
<ul style="list-style-type: none"> ● Substantial experience of leading whole school initiatives or staff teams 	E	✓	✓	✓
<ul style="list-style-type: none"> ● Ability to delegate work and support colleagues in undertaking responsibilities 	E			✓
<ul style="list-style-type: none"> ● Experience of performance management and supporting the continuing professional development of colleagues 	E			✓
<ul style="list-style-type: none"> ● Evidence of applying safe recruitment practices and developing a safe culture within the school 	E		✓	✓
<ul style="list-style-type: none"> ● Successful involvement in staff recruitment, appointment and induction 	E	✓		✓