

Job Description: Head of School

Job Details

Academy:	St Andrew's CE Primary School
Salary Range:	L2-L6
Accountable to:	Executive Headteacher of Lubenham All Saints CE Primary School, St Andrew's CE Primary School and South Kilworth CE Primary School
Accountable for:	All teaching and non-teaching staff in the school, with particular responsibility for the line management of classroom support staff.

Main Purpose of the Role

To assist and support the Executive Headteacher in delivering bold and inspirational leadership for the school. Work in professional, collaborative partnership with the Executive Headteacher, Head of School colleagues in Lubenham All Saints CE Primary School and South Kilworth Primary School and colleagues across Learn-AT to create a thriving professional learning community. Uphold an environment for excellent teaching and learning that empowers all staff and pupils to achieve their full potential within an ambitious culture of continuous improvement. Ensure that the agreed vision and values of the academy and those of Learn Academies Trust are upheld and implemented. Responsible for the efficient and effective day-to-day management of the school.

Duties and Responsibilities

Leadership and Management

Establishing goals and expectations	<p>Work with the Executive Headteacher, staff, parents/carers, the local governing body, colleagues in the partner school, the church and Diocese, Learn-AT and the local community to:</p> <ul style="list-style-type: none"> • Create a culture, aligned to the trust's and the school's vision and values, which promotes excellence in education and secures effective teaching and sustained improvement. • Work with the Executive Headteacher to deliver the school's strategic development plan. • With the Executive Headteacher, maintain a cycle of continuous evaluation and improvement, underpinned by robust data and rigorous analysis. • Use self-evaluation to identify priorities for development and work with the Executive Headteacher to secure the commitment of all staff to achieve these goals.
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Ensuring quality teaching

- Work in partnership with subject leaders to plan, implement and review the school's curriculum to

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ensure that it supports aspirational learning outcomes for all pupils.

- Implement effective systems for securing the effective performance of learning support staff.
- In partnership with the headteacher, develop and implement the school's monitoring and evaluation systems.
- Provide constructive and useful feedback to staff in order to facilitate continuous improvement in the quality of teaching and learning.
- Use effective self-evaluation techniques and strategies to identify where improvements and resources are needed

Leading teacher learning and development

- Motivate, inspire and support all staff.
- Promote and participate in effective, research – informed professional learning which impacts positively on pupil learning outcomes.

Resourcing Strategically

- Participate in the recruitment and selection of the highest quality teaching and support staff members who are able and willing to contribute to the vision and values of Learn-AT and the school.
- Work effectively with senior colleagues to deploy, develop and retain all staff in order to improve the quality of teaching and learning for all pupils.
- Contribute to the development of school policies and procedures.
- Work with the Executive Headteacher to set appropriate priorities for expenditure, allocation of funds, effective administration and control.
- With the Executive Headteacher, ensure the security and effective supervision of the school building, contents and grounds.
- Ensure effective working relationships with external agencies and services contracted to the school.
- In partnership with the Executive Headteacher and colleagues in the partner school and the trust, pay close attention to budgetary considerations in order to secure the school's long-term sustainability.

Ensuring an orderly and safe environment

- Facilitate the efficient organisation and delivery of teaching and learning and an orderly educational environment.
- Work within legal, national, regional, trust and school policies and frameworks to ensure the well-being, health, safety and safeguarding of all pupils and staff.

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- Work in partnership with the Executive Headteacher and all staff to implement the school's agreed behaviour policies consistently across the school, securing a high standard of behaviour which supports high quality learning for all pupils.

Accountability

- Work with the Executive Headteacher to maintain a positive professional culture in which all stakeholders recognise that they are accountable for the success of the school and the trust.
- Provide information, objective, professional advice and support to the Executive Headteacher and local governing body to enable them to meet their responsibilities for securing high quality teaching and learning, improving achievement and well-being for all pupils, efficiency and value for money.
- Ensure that parents/carers are well-informed about Learn-AT's and the school's vision and values, the curriculum, their pupils' achievement, and about the contribution they can make to supporting children's learning and well-being.

Carry out any such duties as may be reasonably required by the Executive Headteacher or the local governing body.