

St Barnabas Multi Academy Trust

Head of School - Job Description

Title	Head of School
Salary	
Line Manager	CEO
Purpose	<p>Main Purpose of the Post</p> <p>Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the school's own policy.</p> <p>Under the overall direction of the CEO, the Head of School will play a lead role:</p> <ul style="list-style-type: none"> • In formulating the aims, objectives of the school and establishing the policies through which they are to be achieved. • Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement. • Proactively manage staff and resources. <p>The Head of School will:</p> <ul style="list-style-type: none"> • Take full responsibility for the school in the absence of the Executive Headteacher. • Carry out the professional duties of a teacher as required. • Take responsibility for Child Protection issues as appropriate. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Main Duties and Responsibilities	<p><u>Shaping the Future</u></p> <ul style="list-style-type: none"> • In partnership with the CEO, Directors and Local Governing Body, establish and implement an ambitious vision and ethos for the future of the school. • Deliver the Church Of England's vision for Education • Play a leading role in the school improvement and school self-evaluation planning process. • In partnership with the Executive Headteacher, manage school resources. • Devise, implement and monitor action plans and other policy developments. • Lead by example to motivate and work with others. • In partnership with the Executive Headteacher, lead by example when implementing and managing change initiatives.

- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Executive Head to raise standards through staff performance management.
- Lead the development and delivery of training for support staff.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting; Assessment for Learning and the development of a creative and appropriate curriculum for all pupils.
- In partnership with the Executive Head, manage the school through strategic planning and formulation of policy, including delivery of strategy, ensuring management decisions are implemented.
- In partnership with the Executive Head, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, planning and assessment scrutiny, pupil work scrutiny and pupil conferencing, to ensure consistency and quality.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Develop review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning.

Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Have responsibility for overseeing the induction of ECTs, as appropriate.
- Have responsibility for monitoring the effectiveness of trainee teachers and those undertaking work experience, as appropriate.
- In partnership with the Executive Head, participate in the selection and appointment of teaching staff and support staff, including overseeing the work of supply staff and volunteers in the school.
- Be an excellent role model for both staff and pupils in terms of being a reflective practitioner, demonstrating the desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- In partnership with the Executive Head, deliver an appropriate programme of Professional Development for staff, including quality coaching and mentoring, in line with the School Development Plan and Performance Management priorities.
- Lead the Performance Management process for identified teaching and support staff.

Managing the Organisation

- Lead regular reviews of all school improvement systems to ensure statutory requirements are being met and improved on where necessary.
- Ensure the effective dissemination of information regarding the maintenance of the development of agreed school improvement systems, for internal communication.
- In partnership with the Executive Head, undertake key activities related to professional/personnel issues.
- Manage HR and other leadership processes as appropriate, e.g. sickness absence, disciplinary, capability, etc.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team for the St Barnabas Multi Academy Trust.
- Ensure day-to-day effective organisation and running of the school, including the deployment of staff, as appropriate.
- To undertake any professional duties as reasonably delegated by the Executive Head.

Securing Accountability

- Lead and support staff and the Local Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Executive Head in reporting the school's performance to its community and partners.
- Promote and protect the Health and Safety Welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening the Community

- Ensure that there is high quality Daily Worship that is effective and impactful.
- In partnership with the Executive Head, develop policies and practice which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services and external agencies as appropriate.
- Promote the positive involvement of parents and carers in school life.
- Organise and conduct appropriate meetings with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community involvement.
- Promote positive relationships and share good practice with colleagues in other schools and organisations.

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Executive Headteacher Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements • Have a thorough understanding of curriculum development • Proven experience of developing good working relationships with all stakeholders • A proven track record of successful leadership and delivery of learning • Evidence of collaborative and inspirational leadership skills • Experience of monitoring and improving the quality of teaching and learning 	<ul style="list-style-type: none"> • Church school experience • Experience of senior management at headteacher or executive Executive Head level • Experience of working in a School Improvement capacity
Skills and Knowledge	<ul style="list-style-type: none"> • Proven ability to develop, communicate and successfully implement strategies • Proven ability to generate and deliver collective vision and shared purpose • Proven ability to create, build and retain effective staffing structures • Sufficient numeracy skills to interpret statistical data, and manage budgets • An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration 	

	<ul style="list-style-type: none"> • Excellent organisational skills • Well-developed interpersonal and communication skills • Proven ability to monitor and evaluate the work of others; to offer support and intervention where necessary • Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance • Proven ability to lead an organisation successfully through a period of change • Ability to build a strong Christian ethos in the school 	
Personal Attributes	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards • Demonstrate personal and professional integrity, including modelling values and vision • Commitment to support the aims of the MAT • Commitment to Church schools • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	