



JOB DESCRIPTION

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| Job Title: | Head of School |
| Grade: | L20-L24 (Secondary) L16-L20 (Primary) |
| Contract: | Permanent |
| Disclosure Level: | Disclosure Barring Service – Enhanced Certificate (external applicants) |
| Responsible to: | Directors of Education |
| Liaison with: | School staff, Directors of Education, executive team, governors, trustees, school improvement team, parents/carers, external agencies |

Strategic Responsibility

To support the Director of Education, Headteacher, School Improvement Team to secure success and improvement, ensuring high quality education and improved standards of learning and achievement for all students.

To lead school improvement through the championing of outstanding teaching, learning, and assessment.

To contribute to and provide leadership and management of the leadership team, staff, and students.

To ensure a high-quality school experience for all students, securing desired outcomes.

To implement as positively and fully as possible the vision and key objectives of the ATL P Business Plan.

To promote and embody the 'One Trust vision' so that it is always at the core of school/trust improvement work ensuring children are at the heart of everything we do.

Safeguarding

The Arthur Terry Learning Partnership is committed to keeping children, young people safe.

- Responsibility for safeguarding children and child protection (including online safety) ensuring that schools are meeting their legal statutory requirements as laid out in Keeping Children Safe in Education (KCSiE).
- Continuing to embed a safeguarding culture in all schools, ensuring the child always comes first.

Key accountabilities and responsibilities

Strategic direction and development of the school

- To contribute to the development of a strategic view for the school in the community and plan for its future needs and further development. This will be undertaken within the context of, and supporting, the ATLPS Business Plan.
- To contribute as a senior member of the school leadership team to the establishment of a shared vision for the school; the support and continuation of the Trust ethos which promotes effective teaching and learning, which sustains improvement in the development of all students; and the development and implementation of a strategic plan.
- To be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. To skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Strategic direction and development

- To continue to develop, promote and ensure implementation of the School Improvement Plan.
- To support the Headteacher in consultation with producing short, medium, and long-term plans to develop the school in relation to:

the aims of the school and its policies and practices
targets for realistic but challenging improvements
the leadership and management of the middle leadership team
Quality Assurance.

Teaching and Learning

- In conjunction with the Headteacher, School Improvement Team to secure and sustain effective teaching and learning, monitor, and evaluate the quality of education and standards of students' achievements and use benchmarks and set targets for improvement.
- Plan and monitor the quality teaching and learning across the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning within their curriculum areas and communicate this to students.
- Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- To help to implement clear policies and practices for assessing, recording, and reporting on student achievements in line with school/Trust policy.
- Evaluate the teaching within all areas in the school; use this analysis to identify effective practice and areas for improvement.
- Take appropriate action to improve further the quality of teaching within any area when curriculum required.

Managing the Organisation

- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Provide effective organisation and management for the school in the absence of the Headteacher and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Work with the Operations and Estates team to ensure that the schools buildings meet the needs of the curriculum and health and safety regulations.

- Develop and oversee all extra-curricular activities to achieve a varied offer of extended provision in the school.
- Implement established school policies and collaboratively review and make recommendations for change.
- Ensure evidence- based improvement plans promote continuous school development linked to the schools Self-Evaluation.
- Keep the Headteacher fully informed of any critical need if it affects the smooth operation of the school and the educational experience of the pupils.
- To work with school and executive leaders to identify and achieve economies of scale and ensure the efficient allocation of resources to achieve the best educational outcomes.
- To attend Trust Board/Hub Governing Body/Local Governing Body meetings as appropriate and identified, to report on SEND.

Accountability

The Head of School as a lead member of the senior leadership team will support the Headteacher account for the efficiency and effectiveness of the school to the Director of Education, Governors, Trustees, students, parents, staff, and other members of the local and wider community. This will include effective communication, advice to Governors and the Trust Board, and accountability for school performance.

Securing Accountability

- Develop the Partnership ethos which enables everyone to work collaboratively.
- Ensure individual staff accountabilities are clearly defined, understood, and communicated.
- Ensure compliance at every level with school policies and procedures.
 - Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment.

Data Protection

- Work within the requirements of Data Protection legislation at all times ensuring student data is kept safe.

Professional Responsibilities

- Create and maintain positive and supportive relationships with all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct and Teachers' Standards.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.

- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with school/Trust policies and abide by them.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

Person Specification

A.F. = Application Form; I = Interview; T = Test or Exercise.

| CRITERIA | | M.O.A. |
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| Education and qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status • NPQH • Evidence of continuous professional development | AF/Certificates |
| Technical- the demonstration of specific skills and/or knowledge | <ul style="list-style-type: none"> • A track record of leading and improving outcomes for children • Skilled in monitoring and evaluating standards of attainment, teaching, and learning and be able to create clear action plans to ensure that all children reach their highest potential • Demonstrates a deep understanding of child protection and safeguarding and show evidence of successfully managing concerns and allegations • Experience of implementing strategies for re-motivating disengaged learners in schools, improving attendance, behaviour and pupil performance • Experience of leading innovation and change management, a successful innovator of school improvement that has impacted positively upon pupil outcomes • Understanding of pupil motivation, engagement, behaviour and attitudes towards learning • An effective communicator, both internally with staff and pupils and with | AF/I |

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| | <ul style="list-style-type: none"> parents/carers, and the wider community Experienced with OFSTED as a senior leader in a school | |
| Ability - the aptitude or potential to perform to the required standard | <ul style="list-style-type: none"> Be able to lead an inclusive culture that promotes excellence, equality and sets high expectations for staff and pupils and who understands the importance of providing broad and balanced opportunities to develop the whole child A strong understanding of the schools' sector and education more broadly, with a strong grasp of contemporary issues The credibility to command the respect of, and influence, colleagues To be able to think strategically and develop this thinking into successful outcomes The ability to add value through effective leadership, vision and influence Ability to challenge underperformance An appetite to seek out and develop innovative practices in education Be able to make strategic decisions whilst recognising the need to delegate and develop staff to maximise effectiveness and impact Believes that education should be enjoyable and a fun environment as we strive for outstanding performance | AF/I/T |
| Values/Behaviours - the actions and activities that people do which result in effective performance in a job | <ul style="list-style-type: none"> We believe that all pupils can achieve in spite of their circumstances or other external factors and have an unwavering commitment to pursue successful outcomes for all We support the One Trust vision that children are at the heart of everything we do We champion the vulnerable We are committed to supporting our school communities to be inclusive, diverse and for there to be equality of opportunity for all We embrace and demonstrate a commitment to all students in our care to ensure we support them to be safe We are committed to maintaining the ethos and values of the ATLP whilst ensuring that all ATLP schools can meet the needs of their communities We are resilient in the face of challenge and comfortable with ambiguity and a changing | AF/I/T |

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| | landscape | |
| Contra indicator | Positive disclosure relating to children or vulnerable adults | Disclosure Form to be completed prior to interview |

