**THE OAKS SECONDARY SCHOOL**

**JOB DESCRIPTION - HEAD OF SCHOOL**

Salary: L26 – L30

Responsible to: Executive Head Teacher

In addition to his/her substantive deputy head duties, in the absence of the Executive Head Teacher, the Head of School has responsibility for leadership and management of the school on a day-to-day basis and will be the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School will promote and support the vision and direction of The Oaks Secondary School by providing the day-to-day leadership that will enable it to build on its successes and provide high quality education for its children. The Head of School at The Oaks will be part of the leadership team of The North and South West Durham Learning Federation.

The Executive Head Teacher has overall and strategic responsibility for The Oaks Secondary School, Evergreen Primary School and Croft Community School and will support and advise the Head of School. As a member of the leadership team of the federation, the Head of School may be required to work across the member schools of The North and South West Durham Learning Federation.

**Key Responsibilities**

The Head of School will promote raising standards of achievement, be responsible for all day-to-day management of pupils, staff, resources and buildings so as to promote and secure the achievement and well-being of all children. The Head of School will work as part of the school leadership team, in partnership with the Executive Head Teacher, school leadership team and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

The Head of School will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult, liaise with and work in partnership with the Executive Head Teacher.

Staff are the major resource in achieving the school’s success. The Head of School will have responsibility for effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his/her responsibility towards them. The Head of School will be closely involved with the Executive Head Teacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

**VISON, DIRECTION AND DEVELOPMENT**

The Head of School will as part of The North and South West Durham Learning Federation Leadership Team:

* Support the Executive Head Teacher and Executive Deputy Head Teachers in developing and sharing the vision and direction of both Croft Community School and The North and South West Durham Learning Federation;
* Support the Executive Head Teacher and Executive Deputy Head Teachers in developing both strategic and operational plans for securing the vision and direction of both the school and the federation, based on wide consultation with all relevant stakeholders;
* Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes;
* Work with the leadership team, staff and governors to rigorously evaluate progress towards targets and outcomes;
* Support the Executive Head Teacher in ensuring that all school/federation policies are regularly reviewed and updated and that staff and governors are involved in this process;

**TEACHING AND LEARNING**

The Head of School will as part of The North and South West Durham Learning Federation Leadership Team:

* Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all young people at Croft Community School;
* Ensure that the school actively works towards securing the appropriate outcomes for all children;
* Ensure that statutory requirements for the National Curriculum are met where appropriate and that all pupils are enabled to access a relevant and specialist curriculum that meets their needs;
* Lead the development of high quality teaching and learning across the school taking into account the varied communication needs of all children;
* Ensure that an effective system for monitoring and developing the quality of teaching and learning is in place;
* Ensure that there are effective systems and tools for assessing, recording and reporting of children’s progress that take into account their very specific needs;
* Encourage new developments in the different curriculum programmes and capitalise on local and national initiatives;
* Develop and implement effective policies for ensuring that children’s behaviour is appropriately managed to support their learning;
* Implement and regularly review appropriate behaviour management programmes and policies matched to individual needs;

**LEADING AND MANAGING STAFF**

The Head of School will as part of The North and South West Durham Learning Federation Leadership Team:

* Manage effectively the day-to-day deployment and performance of all staff;
* Support the Executive Head Teacher in carrying out the requirements for Performance Management;
* Support the Executive Head Teacher and governors in creating and maintaining good working relationships amongst all members of the school community;
* Motivate and support staff by identifying and addressing areas for development and building on their strengths;
* Promote the highest standards of courtesy and mutual respect amongst all members of the school community;
* Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations;
* Encourage and model initiative, team work and working in partnership;
* Develop and strengthen leadership across the school and within the leadership team;

**ACCOUNTABILITY**

The Head of School will as part of The North and South West Durham Learning Federation Leadership Team:

* Ensure that all visitors to the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements;
* Work with the Executive Head Teacher to ensure that all safeguarding requirements are in place;
* Work closely with the Executive Head Teacher, the federation leadership team and with the Chair and members of the Governing body as appropriate and build and sustain positive working relationships;
* Provide information, support and advice to the Executive Head Teacher, Executive Deputy Head Teachers and to the Governing Body based on a well-grounded and practical knowledge of the school on a day-to-day basis;
* Work with the Executive Head Teacher to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement;
* Work with the Executive Head Teacher to regularly update the Self Evaluation Form (SEF) and collect evidence to support judgements made in evaluating the school’s success;
* Assist the Executive Head teacher in the preparation of reports for Governors;
* Keep parents informed about their child’s attainment and progress and in understanding how they can contribute to supporting their child’s learning at home;

**PARTNERSHIP**

The Head of School will as part of The North and South West Durham Learning Federation Leadership Team:

* Promote close working partnerships in all areas of school life and, in particular:
* Develop and encourage excellent working partnerships with parents and carers;
* Develop and encourage an effective partnership within the community;
* Develop and encourage mutually supportive working relationships with relevant agencies including external stakeholders such as representatives from Local Authorities, Social Services and health professionals;
* Work closely with the leadership team of the Federation to promote close working partnerships in all areas of school life;

The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and other pre-employment checks.