

Title :	Head of School Topcliffe C of E Academy
Grade :	Leadership Point L04 – L08
Reporting Relationship:	Executive Headteacher
Purpose of the Job :	To provide dynamic and strategic direction, leadership and accountability at the Academy in respect of all aspects of Teaching & Learning and assessment and the day-to-day management of the academy.

Responsibilities

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

The individual is a deputy designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). Additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children. The full detail of this role is set out in Keeping Children Safe in Education [currently in Annex C].

Main duties/ Professional Duties

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers.
2. To be wholly responsible for teaching and learning and assessment along with the moral and spiritual ethos across the school.
3. To meet the National Standards for Head Teachers as published by the DfE.
4. To create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
5. To provide dynamic and strategic direction and leadership for Teaching and Learning across the school.
6. Lead on the development of the Academy as a centre of excellence and innovation in learning and primary school provision.
7. To ensure that the quality and consistency of teaching, learning and assessment across the school is excellent and manage the consequent planning for continual improvement within the school.
8. To manage the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers' effectiveness.

9. To raise standards across the school with particular reference to academic performance and progress
10. Monitor achievement and standards across the school, reporting to the Executive Head Teacher. Leading across the curriculum: including; analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met. This will also include data management, ensuring all data is collected, analysed and reported on.
11. To lead in the provision of excellent learning and teaching across all aspects of the curriculum.
12. To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels
13. To develop, inspire and motivate effective teams in order to raise standards across the school.
14. To ensure the resources are well managed and allocated in accordance with the budget setting process, providing regular updates and reports to local committee members.
15. To develop effective and productive relationships with a wide range of stakeholders.
16. Ensure equality of opportunity for all.
17. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
18. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
19. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Local Committee and Trustees may determine.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

The Trust/Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A FULL ENHANCED CHECK FOR REGULATED ACTIVITY BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS APPROPRIATE.

PERSON SPECIFICATION – HEAD OF SCHOOL

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	NPQH or LPSH qualification	AF/C
				D2	Further professional qualification or evidence of study	AF/C
Experience & Knowledge	E2	Experience as a Head Teacher/Deputy Head Teacher or senior education leader.	AF//R	D3	Experience of at least two national curriculum key stages	AF/C
	E3	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the pupil.	AF//R	D4	Experience of working in a Church School	AF//R
	E4	Experience of managing, developing, inspiring and motivating staff.	AF//R			
	E5	Demonstrable success in raising standards and meeting challenging targets.	AF//R			
	E6	Experience of supporting the management of significant organisational development & change.	AF//R			
	E7	Experience of presenting high quality, strategic information to Local Committee members, and supporting their role as a “critical friend”.	AF//R			
	E8	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond.	AF//R			

Skills	E9	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF//P			
	E10	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF//P			
	E11	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF//P			
	E12	Ability to interpret and implement new legislation, policies and directives.	AF//P			
	E13	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E14	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF//P			
	E15	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF//P			
Personal Attributes	E16	High personal standards of integrity and probity.	AF//R			
	E17	Enthusiasm, vision, drive, adaptability and resilience.	AF//P			
	E18	Be confident, positive and approachable.	AF//P			
	E19	Be able to secure the loyalty and confidence of pupil, staff, parents, local committee members and others.	AF//R			

	E20	Have consideration of the views of others	AF//P			
	E21	Advocate a sound educational philosophy, with the ability to translate into practice.	AF//P			
	E22	Ability to create a learning culture within the organisation, which is recognised by staff, pupils and parents.	AF/I			
	E23	Commitment to personal development.	AF/I			
	E24	Be able to understand and develop your own emotional intelligence.	AF//P			
Special Requirements	E25	Be willing to work outside normal hours.	AF/I			
	E26	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E27	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role.	I/R			
	E28	Motivation to work with children.	AF//I/R/D			
	E29	Ability to form and maintain appropriate relationships and personal boundaries with children.				
	E30	Suitability to work with children.	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests

P	Presentation
I	Interview
D	Disclosure
R	References