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## The Federation of Cherry Oak School, Victoria School with Victoria College

## Head of School

## JOB DESCRIPTION

**SCHOOL:** Victoria School

**SALARY/ALLOWANCE:** L18 – L 22

**JOB DESCRIPTION effective from:** Easter 2022

* 1. **JOB TITLE : HEAD OF SCHOOL**
1. **JOB PURPOSE**

2.1 Working with the Executive Headteacher, Governing Body and School Leadership Team to provide leadership for the school, which secures its success and continuous improvement.

2.2 Ensuring high quality education for all students and the highest standards of learning and achievement, in accordance with statutory requirements and school priorities.

2.3 Be responsible for the day-to-day management of the school.

1. **RESPONSIBLE TO**: The Executive Head teacher of the Federation and the Governing Body.

**RESPONSIBLE FOR**: Senior Leadership Team, teaching and support staff of the school and its students.

1. **ACCOUNTABILITIES:**

4.1 To be met in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document and the professional standards for teachers.

4.2 To play a key role in maintaining a self-evaluation framework that clearly identifies strengths and areas for development, in order to inform the school improvement agenda and secure high standards.

4.3 To be accountable to the Executive Headteacher for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school as delegated by the Executive Headteacher.

1. **SHAPING THE FUTURE:**

*Working with the Executive Headteacher and Federation Leadership Team to:*

5.1 In partnership with the Executive Headteacher, lead by example when implementing and managing change initiatives.

5.2 Communicate a shared vision and ethos that inspires and motivates the school’s community.

5.3 Translate the vision into clear objectives that promote and sustain school development and improve outcomes for students.

5.4 Lead school improvement and self-evaluation planning through agreed priorities.

5.5 Motivate and inspire the school’s community to create a strong, shared culture of learning within an inclusive environment, where all views are valued and considered.

**6.0 LEADING TEACHING AND LEARNING**

*Working with the Executive Headteacher and Federation Leadership Team to:*

6.1 Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.

6.2 Secure students’ achievements, using data and benchmarks to monitor progress in all areas of learning.

6.3 Establish creative and effective approaches in teaching that are responsive to the needs of all students.

6.4 Ensure a culture that supports and facilitates student engagement in, and ownership of, their own learning.

6.5 Coordinate the monitoring, evaluation and review of classroom practice and promote improvement strategies, whilst challenging underperformance and ensuring continual professional development.

6.6 To lead the continued development and delivery of a broad and innovative curriculum, which is tailored to the needs and abilities of students.

6.7 To promote innovation and creativity in the design and delivery of all aspects of the school’s curriculum, whilst maintaining high standards and producing outstanding outcomes.

6.8 To maintain and further develop strong and productive collaborative links with a range of partners as a means of delivering a broad, high quality curriculum for all students.

6.9 Ensure the implementation of effective interventions and support programmes, the impacts of which, are regularly reviewed and evaluated.

**7.0 DEVELOPING SELF AND OTHERS**

*Working with the Executive Headteacher and Federation Leadership Team to:*

7.1 Build a collaborative learning culture and actively engage with other schools to build effective learning communities and partnerships.

7.2 Ensure effective planning, co-ordination, support and evaluation of professional development.

7.3 Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.

7.4 Set high expectations for all and address underperformance.

7.5 Act as a role model to the highest professional standards, whilst setting an example of personal integrity and professionalism.

7.6 Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.

**8.0 MANAGING THE ORGANISATION**

*Working with the Executive Headteacher and Federation Leadership Team to:*

8.1 Create an organisational structure that reflects the school and enables the management systems, structures and processes to work effectively in line with legal requirements.

8.2 Collaboratively manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.

8.3 Manage the school on a day-to-day basis ensuring that policies, including those relating to safeguarding and health & safety, are fully adhered to.

8.4 Work with the Executive Headteacher and Senior Leadership Team to recruit, retain and deploy staff to achieve the vision and goals of the school and Federation.

**9.0 SECURING ACCOUNTABILITY**

*Working with the Executive Headteacher and Federation Leadership Team to:*

9.1 Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

9.2 Provide information alongside the Executive Headteacher, to advise and support the Governing Body to enable them to meet their responsibilities for securing:

* Effective teaching and learning
* High standards of achievement
* Efficiency and good value for money

9.3 Present timely and high quality reports to a range of audiences, that showcase and celebrate the school’s performance, including student outcomes and longer term plans.

9.4 Assist the Executive Headteacher in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through annual appraisal.

9.5 Ensure that all families are well informed about:

* Curriculum overview, delivery and coverage
* Student attainment, achievement and progress
* School priorities and events

**10.0 STRENGTHENING COMMUNITY**

*Working with the Executive Headteacher and Federation Leadership Team to:*

10.1 Co-operate and work with relevant agencies and partners to ensure the safety and well-being of students.

10.2 Ensure learning experiences for students are linked and integrated with wider opportunities for their own self-development and future aspirations.

10.3 Develop a culture and curriculum that celebrates the school’s community and promotes life in modern Britain.

10.4 Promote and share effective practice and initiatives with other schools, in order to secure positive links and collaboration.

10.5 Promote the concept of lifelong learning and family engagement through close partnerships.

**11.0 SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS**

*Working with the Executive Headteacher and Federation Leadership Team to:*

11.1 Ensure the welfare of students is safeguarded and promoted in line with current best practice, local and national advice and legislation.

11.2 Be the allocated Designated Safeguarding Lead at Victoria School and ensure compliance and best practice to keep all students safe and promote high standards of safeguarding and child protection.

11.3 Maximise opportunities to further develop and instil a culture of positive mental health and wellbeing for students and their families.

11.4 Ensure that effective strategies, systems and support are in place to ensure the safeguarding of all students and co-operate and work with relevant agencies for the protection of all.

1. **WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT**

12.1 Contribute to the development, implementation and evaluation of the school’s policies and procedures to support the school’s values and vision.

12.2 Contribute to the development, evaluation and monitoring of the residential provision.

12.2 Work on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and school improvement priorities.

**13.0 CONDITIONS OF EMPLOYMENT**

The Head of School will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Head Teachers, and Education and Employment legislation

**14.0 REVIEW AND AMENDMENT**

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional

responsibilities and duties. The range of responsibilities listed above is not exhaustive and is subject to change at the direction and discretion of the Executive Head Teacher.