



Head of School

Job Description: Head of School

Reports to: Executive Headteacher

The **Head of School** has a crucial role; to embed the vision, values and ethos of Hull Collaborative Academy Trust. They will always put children first and share our determination to release the potential of every child to achieve their best. Someone who puts words into actions. Someone who will do whatever it takes to achieve the best outcomes for all.

The Role

In conjunction with the Executive Headteacher, the Head of School will develop the vision, values and ethos of Hull Collaborative Academy Trust and the individual school. The Head of School will promote and support the vision by providing day-to-day operational leadership; establishing a culture of outstanding learning and teaching, an ethos of high expectations built upon a foundation of restorative practice.

The Executive Principal has overall and strategic responsibility for the school. The Head of School, with the support and guidance of the Executive Principal, will ensure the school provides a first class education for all pupils, regardless of background or ability.

Key Responsibilities

The Head of School will:

- In conjunction with the Executive Principal, ensure the vision and culture of HCAT and the individual school is clearly articulated, shared and implemented in all areas of school life.
- In conjunction with the Executive Principal, establish a 'no excuses' culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- Provide purposeful day-to-day leadership to ensure the strategic vision, as set by the Executive Principal, is translated into operational plans that identify clear targets and outcomes and allow the individual school to achieve high standards of teaching and learning, behavior and attainment.
- Support and challenge the leadership team to ensure the individual school makes rapid and sustained improvement and standards continue to rise over the longer term.

- Supporting the Executive Principal to ensure the school is Ofsted ready at all times. Provide on-going challenge and support to all school staff to ensure improvement strategies (including those areas identified by the school improvement team or included in the SDP) are mapped out, actioned and followed up.
- Provide timely information to the Executive Principal, school improvement team and the Governing Body based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- In conjunction with the Executive Principal, prepare LGB reports and attend and present at LGB meetings.

Implementation of overall strategy:

- To have overall responsibility for safeguarding and child protection; ensure that arrangements for pastoral care are effective and that all safeguarding and child protection policies/procedures are understood and adhered to at all times.
- To lead the school's attendance strategy.
- Oversee day-to-day staffing issues, including support staff, across the school.
- Work under the direction of the Executive Head to ensure that finance and resources are used efficiently and provide best value.

Operational leadership, staff development and coaching:

- Work with the Executive Principal on the development of the school's staffing structures to ensure they are fit for purpose and facilitate continuous improvement.
- Work with the Executive Principal to ensure all staff are held to account with performance targets and that roles and responsibilities underpin plans for continuous improvement and are clearly defined amongst the senior leadership team.
- Consistently challenge underperformance and poor conduct at all levels and ensure effective corrective action, support and review.
- Work with the Executive Principal in the recruitment and selection of high quality teaching and support staff and ensure succession planning strategies are in place.
- Using restorative practice, instill an ethos of high expectations for behaviour and achievement of all pupils.
- Support the Executive Principal in developing and maintaining strong working relationships with the community, agencies, and stakeholders, including parents and the LGB.
- Ensure robust operational systems are in place that support the school's efficient functioning including the oversight of school finance, facilities and resources across the school.
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money.
- In conjunction with the Executive Principal monitor, evaluate and review the quality of assessment, teaching and learning and the progress/attainment of all pupils throughout the school.

- Work in close partnership with the Executive Principal to ensure all parental, community and media communications are consistent in message and well-targeted.

Development of the Leadership Potential

- Peer mentor other leaders and harness potential in others.
- Share innovation and work with others in HCAT to develop good practice.
- Help shape and lead education initiatives across the HCAT.
- Attend and contribute to HCAT Headteacher/ Deputy headteacher meetings.

Other

- Undertake any other professional duties.
- Undertake any other responsibilities as directed by the Executive Principal, Director of Education and improvement, the CEO and Chair of the Local Governing Body.

Person Specification: Head of School

Qualification Criteria

- Qualified to degree level and above.
- Qualified to teach and work in the UK.

Experience

- Experience of successful senior leadership.
- Strong track record of excellent leadership, and having made a significant contribution to developing a school that provides an outstanding education for its students (ideally in a challenging urban environment) through its leadership, ethos, teaching and results.
- Demonstrable track record of success as an outstanding classroom practitioner; can model the principles of effective teaching and learning to a high standard.

Behaviours

Restorative Leadership

- Effective management style that encourages participation, innovation and confidence.
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.
- Ability to develop the leadership skills of others.
- Strong interpersonal, written and oral communication skills.
- Takes personal responsibility for their own actions.
- Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction.
- Genuine passion and a belief in the potential of every student.
- Motivation to continually improve standards and achieve excellence.
- Commitment to the safeguarding and welfare of all pupils.

Vision and Strategy

- Vision aligned with HCAT's high aspirations and high expectations of self and others.
- Clear vision and understanding of how to implement and sustain high quality education. Including: strategically leading all aspects of the school, such as training, curriculum, learning, administration, finance and communication.
- Clear vision and understanding of the restorative strategies to establish consistently high standards of behaviour in a school and commitment to relentlessly instilling these strategies.
- Excellent organisational skills and ability to delegate.
- Excellent understanding and use of data to inform and diagnose weaknesses that need addressing.
- Ability to work collaboratively with partner stakeholders, agencies and peers across HCAT.