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**HCAT**

**Job Description – Head of School**

Date of Agreement:

**Main Purpose of the Role:**

The Head of School will work closely with the Executive Headteacher to deliver school development priorities and manage the day to day running of the school.

**Responsible to:** The Executive Headteacher / CEO & Board of Trustees

**Relevant Qualifications:** Educated to Degree Level / QTS

Salary Range: L11-L15 – the post holder will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Head Teachers, and Education and Employment legislation.

**Detailed Job Role:**

**Key Accountabilities (all in conjunction with the Executive Headteacher / CEO and other Headteachers or Heads of School):**

* To support the Executive Headteacher to deliver the highest possible educational standards in the school, and create an atmosphere and structure in which pupils feel valued and staff have high expectations of them.
* To deputise for the Executive Headteacher in their absence.
* To undertake the day to day operational management of the school.

**Key responsibilities**

* To ensure the effective management of teaching and learning throughout the primary school.
* To maintain effective pupil behaviour management procedures and ensure these are understood and implemented consistently by all staff.
* To ensure that the school delivers a curriculum which meets national requirements and provides challenge and stimulation.
* To ensure that each class has an assigned teacher.
* To ensure high standards of behaviour from all staff and volunteers in the school, supported by policies and procedures which promote positive engagement, self-esteem, self-discipline, independence and accountability.
* To develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular, to establish effective relationships with all parents/carers and promote their involvement in their children’s learning and school activities.
* To ensure regular and effective reporting to the Governing Body on school performance and improvement.
* To chair regular senior leadership team meetings which ensure productive and effective communication, monitoring, decision making and recording.
* To monitor the continuing professional development programme for all staff to ensure fair and equitable allocation of resources and targeted development activities which promote school development priorities.
* To lead on the recruitment and selection of teaching and support staff in accordance with agreed procedures and ensure that the school’s safeguarding responsibilities are met.
* To ensure that the school’s appraisal procedures are implemented fairly and consistently and that concerns arising are addressed promptly.
* To develop and maintain effective relationships with the whole school community and outside agencies including the police and local authority.
* To ensure the school is maintained effectively and provides a safe and secure environment for pupils, staff and visitors.
* To promote the safety and well-being of all pupils and staff.
* Designated child protection officer.
* To keep up to date with Ofsted legislation and ensuring that the school is Ofsted ready.
* To undertake any other duties commensurate with the post as reasonably delegated by the Executive Headteacher.

**General responsibilities**

* To ensure equality of opportunity for all pupils in order that they may achieve to the best of their ability.
* To ensure equality of opportunity for all staff to facilitate their continuing professional development.
* To be aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.
* To ensure the Executive Head Teacher is made aware of and kept fully informed of any concerns arising in relation to safeguarding and/or child protection.

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| **PERSON SPECIFICATION** |  |  |  |
| **General:** | **Essential** | **Desirable** | **Assessment** |
| Professional knowledge and understanding of what constitutes and how to achieve quality in educational provision and high aspirations for children. | √ |  | Application form, tasks, interview,references |
| Demonstration of commitment, drive and enthusiasm in its delivery  | √ |  | Application form, tasks, interview,references |
| **Experience:** | **Essential** | **Desirable** | **Assessment** |
| Experience of raising levels of educational achievement | √ |  | Application form, tasks, interview,references |
| Appropriate experience of primary teaching | √ |  | Application form, tasks, interview,references |
| Whole school management experience at senior level | √ |  | Application form, tasks, interview,references |
| Curriculum development and innovation | √ |  | Application form, tasks, interview,references |
| Finance, resource and FMS management | √ |  | Application form, tasks, interview,references |
| Staff deployment, development and training | √ |  | Application form, tasks, interview,references |
| Responsibility for whole school policy development and planning over a wide range of areas | √ |  | Application form, tasks, interview,references |
| Working with and advising Governors | √ |  | Application form, tasks, interview,references |
| Working co-operatively with other agencies and the local community | √ |  | Application form, tasks, interview,references |
| **Knowledge and Understanding:** | **Essential** | **Desirable** | **Assessment** |
| Factors relating to high standards of pupil achievement and child development | √ |  | Application form, tasks, interview,references |
| Principles and practice of school improvement | √ |  | Application form, tasks, interview,references |
| Curriculum development and approaches to teaching and learning | √ |  | Application form, tasks, interview,references |
| Foundation Stage: framework and structure / National Curriculum: framework and structure of KS1 and KS2 | √ |  | Application form, tasks, interview,references |
| Be aware of recent developments in legislation | √ |  | Application form, tasks, interview,references |
| Development planning and the formulation, implementation and evaluation of short and long term objectives | √ |  | Application form, tasks, interview,references |
| A sound knowledge of IT and computer applications | √ |  | Application form, tasks, interview,references |
| Good understanding of performance measures and approaches to improving standards | √ |  | Application form, tasks, interview,references |
| Importance of meeting the needs of all pupils within the community | √ |  | Application form, tasks, interview,references |
| Understanding of Health and Safety procedures and regulations | √ |  | Application form, tasks, interview,references |
| Knowledge and understanding of roles and responsibilities of Executive Headteacher and Governors | √ |  | Application form, tasks, interview,references |
| **Abilities:** | **Essential** | **Desirable** | **Assessment** |
| To raise levels of educational achievement | √ |  | Application form, tasks, interview,references |
| To have a collaborative style of leadership, motivation and management | √ |  | Application form, tasks, interview,references |
| To promote good standards of behaviour that reflects cultural and ethnic diversity | √ |  | Application form, tasks, interview,references |
| To set goals, plan, manage change in a complex environment | √ |  | Application form, tasks, interview,references |
| To implement, facilitate and manage change in a complex environment | √ |  | Application form, tasks, interview,references |
| To communicate effectively both orally and in writing with pupils, parents, staff, governors and the Board of Trustees | √ |  | Application form, tasks, interview,references |
| To lead, inspire and manage a team | √ |  | Application form, tasks, interview,references |
| To develop a long term and inclusive vision for the school | √ |  | Application form, tasks, interview,references |
| To develop and enhance the reputation of the school in, and its relationship with, the local community | √ |  | Application form, tasks, interview,references |
| To implement school self-review and evaluation | √ |  | Application form, tasks, interview,references |
| To devise and implement effective systems for improving the performance of the school, its pupils and staff and to keep these systems under systematic review | √ |  | Application form, tasks, interview,references |
| **Qualifications:** | **Essential** | **Desirable** | **Assessment** |
| Graduate Degree or equivalent | √ |  | Application form,references, checkingcertificates |
| Qualified teacher status | √ |  | Application form,references, checkingcertificates |
| Evidence of CPD | √ |  | Application form,references, checkingcertificates |