



Ashley Hill Academy Trust

JOB DESCRIPTION

POST TITLE: Head of School

Grade: L4 to L12

Location: White Waltham C of E Academy

Responsible to: CEO, LGB and Board of Directors

1. MAIN PURPOSE

- to provide strong, innovative and collaborative leadership in partnership with the CEO
- to fulfil the duties of a Head of School in accordance with the school's vision, motto and policies in promoting effective learning for all children
- to work in partnership with the CEO, the Trust and the Trust Senior Leadership Team in providing the vision and leadership to create, maintain and develop the conditions which enable children and all staff to achieve the highest standards in learning
- to act appropriately and in the best interests of the CEO in her absence.
- to live out our Trust ethos of '*Encourage one another and build each other up*' - *1Thessalonians 5:11*

2. MAIN DUTIES AND RESPONSIBILITIES

- to be an effective, inspirational leader catering for the range of needs of the children in the school - some of whom may have statements of special educational needs
- to be the SENCo and DSL for the school
- to ensure that the entitlement of all children is met through inclusion in all areas of school life
- to take an active role in children's social, emotional and educational development
- to ensure positive behaviour management strategies supporting all children's social, emotional aspects of learning
- to actively contribute to the policies and aspirations of the school and Trust, providing inspiration and support to the ongoing development of an outstanding school
- to provide for the learning experiences of all children and staff across the school and Trust
- to lead by example demonstrating an enthusiastic approach to the development of a personalised and innovative whole trust curriculum
- to lead areas of strategic planning which identifies priorities and targets for ensuring that children achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- to lead the school's effective use of assessment and target setting to track underachieving children in the planning for intervention
- to coordinate the induction of students, volunteers and any visitors to the school
- to support, develop and challenge early career teachers and trainees during their induction period and training
- to work in partnership with the CEO in developing the Breakfast and After School Club policies and practices in order to sustain an outstanding provision
- to work in partnership with the CEO regarding the effective deployment of physical resources
- to work in partnership with the CEO and governors to recruit staff of the highest quality

- to support the CEO in the efficient deployment of all teaching staff and teaching assistants
- to lead and manage staff ensuring effective use is made of time, e.g. timetables and responsibilities
- to work in partnership with the CEO in ensuring that policies and practices take account of national, local and school data and inspection and research findings
- to work in partnership with the CEO and Senior Leadership Team in monitoring, evaluating and reviewing the effects of policies, priorities and targets through classroom observations, work scans and planning
- to communicate effectively at all levels with children, staff, parents, governors, outside agencies and the local community
- to act as line manager for the purposes of Performance Management for Teaching and non-Teaching staff

3. LEADING AND MANAGING STAFF

- to be responsible for leading and developing the staff's performance so as to maximise the progress of all children
- to create, maintain and enhance effective working relationships amongst all members of the school community
- to set targets, monitor performance and review the progress of teachers and teaching assistants according to the Performance Appraisal cycle of the school
- to organise cover as and when appropriate ensuring appropriate stakeholders are informed
- to lead curriculum initiatives that support the development of enriched and innovative experiences

4. LEARNING AND TEACHING

- to teach within the framework of present and future school policies, paying particular attention to the policies for equality, safeguarding of children, special educational needs and behaviour for learning
- to follow all assessment procedures in line with trust policies and guidelines

- to plan and prepare both long and short term work for the needs of each individual
- to monitor the children's progress through rigorous tracking procedures that evaluate progress and achievement
- to communicate and consult with families of children, reporting to families following the school's procedures.

5. SCHOOL ETHOS

- to foster in the children a sense of responsibility and caring towards the facilities of the school and it's environment
- to establish and maintain good relationships with colleagues, children and families
- to plan and develop a classroom environment which will be stimulating and conducive to a range of activities and promotes a variety of learning styles.

6. STAFF DEVELOPMENT

- to plan and implement shared professional development - in consultation with the CEO - offering guidance, support and advice to colleagues in this area
- to attend appropriate courses, disseminating information, keeping staff updated of developments.

7. RESOURCES

- to audit and monitor resources in co-ordination with the CEO
- to ensure that the procedures for the storage and use of resources are efficient and effective in supporting the work of the school.

Encourage one another and build each other up'
1Thessalonians 5:11