

WHITFIELD C of E PRIMARY SCHOOL

JOB PROFILE

Job description: Head of School

Reporting to: Executive Headteacher

Salary: Leadership 1 – 3

Main purpose of the job:

The Head of School will promote and support the vision and direction of Whitfield C of E School, a member of The Good Shepherd Trust (the Trust) in accordance with a Christian ethos by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School at Whitfield C of E School will be an ambassador for the school and will both promote its Christian distinctiveness and raise its profile in the local and wider community. In summary the Head of School will have the key role in building relationship with parents, as well as partnering with the Executive Headteacher in leading staff and developing the culture of the school.

The Executive Headteacher has overall and strategic responsibility for Whitfield C of E School and will support and advise the Head of School as their line manager. There is a teaching commitment (expected to be 0.7 FTE) as part of this post and therefore an excellent teacher who is confident teaching in mixed age classes is a key requirement.

Key responsibilities:

The Head of School will work within the Trust to promote its aims and mission.

Our schools help deliver, within a Christian context, the best educational, spiritual and emotional outcomes for children and their families. This is achieved through partnership with schools, churches and our Trust. We want all our pupils and staff to achieve 'life in all its fullness' through teaching excellence.

Our core Christian values are at the heart of everything we do and our core aim is to provide children of all faiths and none with excellent educational provision within a caring and supportive Christian ethos. We have at the centre of our mission and purpose the belief that every child has a God given right to educational excellence through the provision of high quality schooling.

The church's overall mission is to support communities in need and, in particular, support children and young people and their families in achieving their potential. Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. The Trust will seek to empower learners and the wider community in order to bring about a step-change in achievement and expectation of learning, recognising that tomorrow's learners will live in a global economy facing increasing challenges posed by rapid environmental and economic change.

We acknowledge the importance of making sure that young people and families in our schools achieve their best.

The Head of School will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users, resources and building so as to promote and secure the achievement and well-being of all children and adults. The Head of School will work



with the Executive Headteacher, Local Governing Body (LGB) and The Good Shepherd Trust to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

The Head of School will have a key role in nurturing learning behaviour and in actively supporting staff, parents and carers in promoting good behaviour whilst also ensuring all children and adults can thrive in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis for the internal organisation, management and control of the school, including taking a strategic lead on Health & Safety. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher. They will consult, as appropriate, with the LGB, the Trust, the staff of the school, the pupils and the parents and carers of its pupils. There are opportunities to offer and receive support and take an active part in the family of schools within the Trust, as well as in the local cluster.

Staff are seen as the major resource in achieving the school's success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Head of School will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

Vision, direction and development

The Head of School will:

- Support the Christian vision, ethos and values of Whitfield C of E School and the Trust.
- Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Executive Headteacher, LGB, the Trust and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- Work with staff and LGB members to translate the strategic plan into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with staff and LGB members to rigorously evaluate progress towards targets and outcomes
- Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and LGB members are involved in this process in accordance with the agreed Scheme of delegation.
- Advise and support staff and LGB members in policy development and implementation
- Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote Whitfield C of E School within the local, national and global community.
- To work with other schools in the Trust and support its wider development.

Leading Teaching and Learning

The Head of School will:

- Ensure that both learning and well-being are at the heart of strategic planning and resource management.
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Whitfield C of E School
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
- To ensure that R.E. and Collective Worship are central to the life and teaching of the school, and to set a high personal example in these aspects.
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds and takes account of wider issues of social justice and environmental considerations, thus preparing pupils to be active citizens in modern Britain
- Give priority to developing high quality teaching and learning across the school
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.
- Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- With the Executive Headteacher ensure that there is an effective system for assessing, recording and reporting of children's progress.
- Build a culture and ethos based on Christian values of challenges and support where all pupils can achieve success and become engaged in their own learning, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Within the school's Christian ethos develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement strategies that maintain high standards of behaviour and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children.
- Support and take part in training provided by the Trust.

Leading and Managing Staff

The Head of School will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture in a manner consistent with the Christian ethos.
- Liaise with the Executive Headteacher, LGB and the Trust in the recruitment and selection of teaching and support staff
- In support of the Executive Headteacher act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Support the Executive Headteacher and LGB in creating and maintaining good working relationships amongst all members of the school community

- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Regularly lead whole school collective worship.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school - Deputise for the Executive Headteacher at whole school events/ meetings when required.

Efficient Use of Resources

The Head of School will:

- Work with the Executive Headteacher, LGB and the Trust on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day-to day basis ensuring effective administration and value for money
- Monitor the budget and with the Executive Headteacher and the Trust central team to make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Executive Headteacher in securing additional and sufficient resources for the school.

Accountability

The Head of School will:

- Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Executive Headteacher, members of the LGB and the Trust as appropriate and build and sustain a positive working relationship
- Provide information and support to the Executive Headteacher and to the LGB and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Executive Headteacher to ensure that the school staff and LGB members collect and receive and use performance data to support school improvement and raised levels of achievement in accordance with the Trust policy and procedures.
- Lead preparations for SIAMS inspection and plans around this.
- Work with the Executive Headteacher to update regularly the Self Evaluation Form (SEF) for Ofsted and SIAMS. Update the school improvement plan and collect evidence to support judgments made in evaluating the school's success

- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning

Partnership

The Head of School will:

- Seek opportunities to invite parents/carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Develop and encourage good relations between Whitfield C of E School and the wider school communities including schools in the Trust.
- Develop and encourage an effective partnership with the community of the school drawing upon the strengths and expertise of both groups of staff and the Local Governing Body, sharing information and ideas and working collaboratively.
- Encourage inter-school links and events of mutual benefit to Whitfield C of E School.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.
- Develop effective partnerships with the Joint Education Team of the Dioceses of Newcastle and Durham.

PERSON SPECIFICATION: Head of School (Whitfield C of E Primary School)

The applicant will be required to safeguard and promote the welfare of children & young people. The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

QUALIFICATIONS & PROFESSIONAL DEVELOPMENT	Essential	Desirable
Degree and Qualified Teacher status	x	
NPQH (or willingness to work to undertake the NPQH programme)		x
Church School Qualification		x
EXPERIENCE	Essential	Desirable
Experience of whole school leadership		x
Significant and relevant experience across the Primary age range		x
LEADING THE CHRISTIAN ETHOS	Essential	Desirable
Able to lead the school as a Christian community	x	
A vision for fostering and developing the Christian ethos of the school	x	
Full and active member of a church in membership of Churches Together in England		x
The development of the Christian character of the school, its pupils and staff	x	
Leading school worship & understanding Worship & R.E. as being central to school life school.	x	
SHAPING THE FUTURE	Essential	Desirable
Strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision	x	
Developing and sustaining a learning culture that has the whole child at the centre of its core, including high expectations and standards of achievement for all	x	
Leading innovation, creativity and change in particular to develop subject leadership and lead significant areas of the curriculum in the school.	x	
Current educational trends and issues, including national policies, priorities and legislation	x	
LEADING LEARNING & TEACHING	Essential	Desirable
The principles and practice of effective learning and teaching.	x	
Have recent teaching experience across a primary school	x	
Experience teaching mixed age classes		x
Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance	x	
Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every pupil	x	

Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being	x	
SELF DEVELOPMENT AND WORKING WITH OTHERS	Essential	Desirable
The significance of interpersonal relationships and strategies for promoting individual and team development. Manage own workload and that of other to allow an appropriate work life balance which reflects the Christian identity of the school.	x	
Promoting an open, fair and equitable culture	x	
Have experience of self-evaluation, performance management and managing CPD	x	
The impact of change and different leadership styles on individuals and organisations	x	
The importance of partnership working and accepting appropriate support from others, including colleagues, the Local Governing Body, The Good Shepherd Trust, local churches and the local community plus other external agencies	x	
MANAGING THE ORGANISATION	Essential	Desirable
Principles, strategies and practice of school improvement and self-evaluation	x	
Strategic financial planning, budgetary management and principles of best value, including evaluating the use of resources in relation to their contribution to pupil achievement		x
Managing the school efficiently and effectively on a day-to-day basis.	x	
An understanding of the management and governance of multi academy trusts		x
Using informed judgements to make professional, leadership, managerial & organisational decisions	x	
Knowledge of and commitment to the implementation of the safeguarding agenda	x	
Knowledge of and commitment to implementation of policy and practice in Health & Safety		x
SECURING ACCOUNTABILITY	Essential	Desirable
Principles and practice of quality assurance systems, including school review, self-evaluation and performance management	x	
Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance		x
STRENGTHENING COMMUNITY	Essential	Desirable
Listening to and reflecting and acting on community feedback	x	
Strategies that encourage parents and carers to support their children's learning	x	

Building and sustaining effective relationships with parents, carers, other schools and partners	x	
PERSONAL SKILLS AND ATTRIBUTES	Essential	Desirable
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	x	
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	x	
Ability to promote a vision of a church school witnessing to its Christian values in its local community.	x	
Prioritise, plan and organise themselves and others	x	
Think analytically and creatively and demonstrate initiative in solving problems	x	
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	x	