



Head of School

Wilnecote Junior

Academy

Job Description

Job Title: Head of School Wilnecote Junior Academy

Salary and grade: L8 – L14 (starting point dependent on current role)

Line manager: The Executive Headteacher, and the Governing Committee of the school

As Head of School, you will be required to:

- Support the Executive Headteacher and Governors in establishing a vision for the future development of the Wilnecote Junior Academy
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- Contribute to the identification of key areas of strength and development in the school
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- Play a leading role in the self-evaluation of the school
- Share responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is promoted

- Provide training for staff on effective teaching and learning
- Promote the active involvement of all pupils in their own learning
- Contribute to target setting, including statutory procedures and targets for individuals and groups of pupils throughout the school
- Support strategies to promote high standards of behaviour
- Lead the development of a broad and rich curriculum which meets the needs of all pupils in the school
- Support the development of and implementation of an effective assessment framework
- Promote the use of ICT to enhance and extend teaching and learning
- Monitor and evaluate classroom practice across all phases
- Forge strong relationships with the leadership team at Heathfields Infant Academy

Developing self and working with others

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is known, treated with dignity and respect, and feels a strong sense of belonging
- Support the development of collaborative approaches to learning with the school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Provide support for colleagues both teaching and non-teaching in improving their classroom practice

Managing the Organisation

- Contribute to a regular review of the organisation of the school
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Take responsibility for the Appraisal of identified staff
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money
- Support with Safeguarding procedures and undertake the role of DDSL

Securing accountability/strengthening community

- Support the governing body in meeting its responsibility to account for the performance of the school
- Support staff in understanding their own accountability and develop approaches to its review and evaluation
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- Gain an understanding of the diversity of the school community
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice
- Lead the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

General

- As Head of School, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations for the Executive Headteacher.
- The post will require you to work in partnership with Trust Senior Leaders, Governors, and Staff to ensure the continuous improvement of the school.
- You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with the Executive Head teacher and Executive Leaders (Vice-CEO).
- A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority.
- Changes to your role may need to be agreed from time-to-time, in the light of changing school requirements and to support your further professional development towards headship.

Duties and responsibilities

As Head of School, you will be required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions* document and to meet the expectations outlined in the *Teacher Standards*.

Teaching

- Plan for progression and teach across all ages and ability, designing effective lessons/programmes of work in accordance with the needs of individual learners
- Teach challenging, well organised lessons, using an appropriate range of teaching (pedagogical) strategies which meet individual learners' needs
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- To deliver and tailor the curriculum as relevant to the age and ability of learners
- Advise and work collaboratively with the Executive Headteacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment together with pastoral arrangements as appropriate
- Participate in arrangements for assessment within the remit of the *School Teachers' Pay and Conditions* document
- Demonstrate at least good subject knowledge across all areas of the curriculum
- Adapt teaching to respond to the needs of learners
- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Deploy resources to meet the needs of all learners

Wider duties

- Communicate and consult with the parents/carers of learners sensitively and effectively
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with and implement the school's and Trust procedures and policies
- Make a positive contribution to the wider life and ethos of the school and the Trust

Appraisal and professional development

- Participate fully with arrangements made in accordance with the current Appraisal Regulations
- Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment, and well-being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or Trust including as a result of performance management
- Where appropriate take part in the appraisal and professional development of others

Health and well-being

- Establish a purposeful and safe learning environment for all learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Behaviour Policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-responsibility and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare, child protection or emotional health of any learner with the appropriately identified person
- Pro-actively promote and safeguard the welfare of children and young people

Team working and collaboration

- Develop effective professional relationships with colleagues
- Participate in any relevant meetings/professional development opportunities at the school or across the Trust which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues, including across the Trust, sharing the development of effective practice

Exercise of particular duties

- Perform any reasonable duties as requested by the Executive Head teacher or senior colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school and Trust maintaining high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Person Specification

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| Job title: | Head of School |
| Salary and grade: | Standard national scale in line with the current School Teachers' Pay and Conditions document |
| Line manager: | The Executive Headteacher and the local governing committee of the school |

| <i>Criteria</i> | <i>Essential</i> | <i>Desirable</i> |
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| <i>Qualifications/ Professional development</i> | <i>Qualified teacher status</i> <i>A record of continuous professional development that includes training in leadership and management</i> | <i>Experience of supporting training and helping to coordinate the professional development of colleagues</i> <i>A suitable NPQ</i> |
| <i>Experience</i> | <i>Evidence of leadership and management in specific key stages and of a whole school aspect</i> | <i>Evidence of experience of working in more than one school or learning environment</i> <i>Evidence of leading a significant curriculum area e.g. English or having coordinated SEND etc.</i> <i>Evidence of working closely and effectively with external partner agencies</i> |

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| Leadership and Management | <p><i>To have a vision of the overall aims and direction of a successful school and be able to communicate these to inspire and motivate others</i></p> <p><i>To provide evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies</i></p> <p><i>To have a good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school</i></p> <p><i>Have the ability to access and analyse relevant data and to use this information to set priorities and determine school action</i></p> <p><i>Knowledge of statutory requirements and other relevant legislation relating to school leadership and management</i></p> | <p><i>Experience of supporting performance management processes including coaching</i></p> <p><i>An ability to assist in the management of a school budget effectively matching resources to school needs and priorities</i></p> <p><i>Ability to hold people to account for underperformance</i></p> |
| Learning and Teaching | <p><i>Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about</i></p> <p><i>To have a good understanding of how assessment strategies are used to inform teaching and learning to help pupils make progress</i></p> <p><i>A clear understanding of what constitutes a broad and balanced curriculum that goes beyond just meeting statutory requirements, and which is well resourced to meet the needs of all pupils</i></p> | <p><i>The ability to support the development of the school site that ensure the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils.</i></p> |

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| <i>Additional skills and abilities</i> | <p><i>Suitable for work with children and young people</i></p> <p><i>The ability to relate positively to the Trust, executive head teacher, the pupils, colleagues, parents, governors and others who contribute to the work of the school</i></p> <p><i>The communication skills needed to provide clear and accurate information and well-informed advice</i></p> <p><i>The ability to organise and manage work effectively, i.e., being able to prioritise and organise tasks, make decisions, support and delegate when appropriate</i></p> <p><i>To have high expectations of pupils' learning, attainment, and behaviour and of one's own professional abilities and those of colleagues</i></p> | |
| <i>Written Application</i> | <i>Evidence of clear thinking about the role of Head of School, educational philosophy, and presentation of experience to meet the requirements of the post</i> | |
| <i>References</i> | <i>Excellent and unequivocal</i> | |
| <i>Health and Attendance</i> | <i>Good health record and consistent attendance.</i> | |

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated; these will include:

- Motivation to work with children and young people,
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people,
- Emotional resilience in working with challenging behaviours,
- Attitudes to use of authority and maintaining discipline.