



## Head of School

**Job title:** Head of School

**Reporting to:** The Executive Headteacher

**Effective date of JD:** April 2023

**Salary Range:** Leadership Pay Range Pay Point L1- L5 (£44,305 - £48,895)

### Job Purpose including main duties and responsibilities:

Working as a member of the Federation Senior Leadership Team you will;

- be responsible for the effective day-to-day running of Worfield School, upholding the vision of the Executive Headteacher
- provide leadership and management of curriculum delivery and of teaching and learning across the School which enables the School to give every pupil high quality education which promotes the highest possible standards of achievement
- provide an outstanding model of classroom practice
- ensure that the school is an integral part of the local community, and take account of, and respond to, feedback from pupils, parents and the wider community.
- teach a class for 2 days of the week– this shall mainly be Year 1 during the remainder of academic year 2022-23
- work in close collaboration with other senior leaders and executive leaders across the Federation to secure the long-term success of The Trinity Federation (the role will involve some travelling to other schools within The Trinity Federation)
- undertake, to the extent required by the Executive Headteacher or Governing Body, some of the professional duties of the Executive Headteacher in the event of his/her absence from The Federation

(This job description should also be read in conjunction with a teacher job description)

### Key Accountabilities

1.
  - a. Take responsibility for the organisation, management and conduct of the School
  - b. Lead the development of the teaching team within the School.

- c. Ensure a continuous and consistent focus on pupils' achievement and progress
- d. Motivate others to create a shared learning culture across the School which is in-line with the Executive Headteacher's and the Governing Body's vision for The Trinity Federation
- e. Contribute to and communicate the School's vision which expresses core Christian values and purpose and implement the shared vision through agreed objectives and operational plans.
- f. Lead the delivery of the curriculum across the School, working under the direction and support of the Federation's Director of Teaching and Learning, and lead the continued development of all subject leaders within the school.
- g. Oversee and pro-actively support the implementation of all agreed policies within the School

## 2. Leading Teaching and Learning to:

- a. Ensure the effective delivery of the agreed curriculum across the school which fosters children's curiosity and develops a love of learning in-line with school policies.
- b. Ensure that learning environments promote a love of learning and serve to support teaching and learning to raise levels of attainment and achievement for all pupils.
- c. Support staff to embed creative, responsive and effective approaches to teaching and learning across the school.
- d. Ensure that pupil behaviour is positively managed in accordance with the school's Behaviour Regulation Policy, to ensure good order and due regard for health and safety and pupil wellbeing.
- e. Support a researched based approach to the creation, review and implementation of curriculum policies as required.
- f. Ensure that the School offers a range of home-learning opportunities, making use of technology where appropriate, and that homework contributes to pupils' learning
- g. Maintain existing links and develop further positive links with the local community and parents/carers to enhance provision for all learners
- h. Make a positive contribution to the distinctiveness and effectiveness of the School as a church school, taking responsibility for SIAMS evaluation and working closely with the executive leadership team in preparation for, and during, inspection processes.
- i. Set high expectations for the quality of teaching.
- j. Monitor curriculum delivery and classroom practice; evaluate effectively the quality of teaching and learning across the School using established Federation processes.
- k. Provide regular written reports to the School's Executive Leadership Team and the Governing Body

## 3. Develop Self and Others and Secure Accountability:

- a. Take responsibility for the effective day-to-day running of the School
- b. Be the public face of the School
- c. Provide effective line-management to the teachers in the School.
- d. Coach and mentor staff as necessary to raise teaching standards further
- e. Undertake the appraisal of teaching staff in accordance with the agreed Appraisal Policy
- f. Regularly review own practice, set personal targets and take responsibility for own development

- g. Engage in self-initiated study to remain abreast of the latest educational research; recognising how this can inform working practices in the School
- h. Ensure website compliance for the School as well as ensuring the website promotes the work of the school and contains up-to-date and relevant information
- i. Evaluate the work of the School and contribute to the school's self-assessment processes as determined by the Executive Headteacher including for Ofsted inspection and SIAMS

#### 4. Community Relations

- a. Encourage and develop positive cooperation between the School, home and the wider community
- b. Ensure that parents have timely access to appropriate information about the School and the curriculum
- c. Encourage community participation in the activities of the School, e.g. school plays, where applicable
- d. Ensure that pupils and staff have a high standard of self-presentation, respect for the School and the local community
- e. Lead the School's work to promote equal opportunities and tackle discrimination
- f. Arrange for parents to be given regular information about the progress of their children and other educational issues
- g. Work with parents to ensure pupils have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
- h. Take an active role in the work of The Friends of Worfield School

#### 5. Other responsibilities:

- a. To be a deputy designated safeguarding lead (DDSL) for child protection and safeguarding; maintaining the appropriate level of training
- b. To be a designated teacher within the School for health and safety issues
- c. To be the RE and Worship Leader for the School
- d. To regularly lead whole school assemblies
- e. To lead a weekly staff briefing
- f. To plan and deliver professional development meetings (PDMs) as determined by the School Development Plan. (This will involve delivery to a Federation wide staff team in any of the schools within The Trinity Federation).
- g. To attend Head of School meetings and ELT/SLT meetings as required with federation colleagues
- h. To represent the School at external events/meetings as reasonably required by the School's Leadership or Governors

The Governing Body of The Trinity Federation is committed to safeguarding and promoting the welfare of children and as such expects all staff and volunteers to share this commitment.

The Federated Governing Body of St. Mary's Bluecoat CE Primary School, Beckbury CE Primary School and Worfield Endowed CE Primary School

This job description is subject to review by the Executive Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of particular responsibilities will take place as part of agreed appraisal procedures.

Date of job description: January 2023

Postholder:

Signed: ..... Date:

Executive Headteacher:

Signed: ..... Date: