

## LEADERSHIP: JOB DESCRIPTION & PERSON SPECIFICATION

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|-----------------------|---------------------|
| <b>Position Title</b> | Head of School      |
| <b>Reporting to</b>   | Executive Principal |
| <b>Grade</b>          | L1                  |
| <b>Hours</b>          | Full Time           |

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

### Job Purpose

Provide the leadership and management which enables the school to give every pupil high quality education, and which promotes the highest possible standards of achievement.

The post holder will actively uphold, foster, and promote the values of the International Co-operative Alliance.

The role will require travel to Trust educational settings and offices.

### Main Duties and Responsibilities:

#### Creating the future

- create and communicate a shared vision which expresses core values and moral purpose.
- motivate others to create a shared learning culture and positive climate.
- model the values and visions of the school.
- translate the vision into agreed objectives and operational plans.

#### Leading teaching and learning

- ensure a continuous and consistent school-wide focus on pupils' achievement.
- including the use of data and benchmarks to monitor progress.
- establish creative, responsive and effective approaches to learning and teaching.
- set high expectations and challenging targets for the whole school community.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge under-performance at all levels and ensure corrective action.

#### Developing self and working with others

- develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- develop and maintain a culture of high expectations for self and others.
- ensure effective planning, allocation, support and evaluation of work of teams and individuals.
- regularly review own practice, set personal targets and take responsibility for own development.

### **Managing the organisation**

- ensure the smooth day-to-day running of the School and report directly to the Executive Head teacher.
- liaise with Governors where directed to do so by the Trust Leadership Team.
- under the direction of the Executive Head teacher, recruit, retain and deploy staff appropriately within the school securing accountability.
- develop a school ethos which enables everyone to work collaboratively.
- ensure individual staff accountabilities are clearly defined, understood and agreed.
- ensure every individual child has access to high quality teaching and learning Strengthening community.
- create and promote positive strategies for challenging racial and other prejudice.
- ensure a range of community-based learning experiences.
- collaborate with other agencies to ensure pupil and community needs are met.

### **Skills the Head of School should demonstrate their knowledge and understanding of:**

- statutory education frameworks.
- ways to build, communicate and implement a shared vision.
- leading change, creativity and innovation and the impact of change on the organisation and individuals.
- new technologies, their use and impact.
- strategies for communication.
- strategies for raising achievement and achieving excellence.
- models of learning and teaching.
- models of behaviour and attendance management.
- curriculum design and implementation.
- strategies to promote individual, team and organisational development.
- building and sustaining a learning community.
- legal issues relating to equal opportunities, race relations, disability and human rights.
- the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve the quality of teaching and learning, including challenging poor performance.
- the wider curriculum, beyond school and the opportunities it provides for pupils and the school community, including strategies which encourage parents and carers to support their children's learning.

### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of those contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post. Teachers must abide by the Teachers' Standards throughout their career. Teachers (and staff appointed under Teaching Staff Terms and Conditions) must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



## Person Specification:

| Criteria              | Essential  | Desirable   |
|-----------------------|--|---|
| Knowledge and Skills  | <p>Qualified teacher status</p> <p>Academic qualification at Degree or higher level</p> <p>Knowledge of statutory education frameworks</p> <p>Clear understanding of strategic planning processes</p> <p>Ability to lead change, creativity and innovation</p> <p>High skills and understanding of the strategies for communication</p>  | <p>Understanding of new technologies, their use and impact</p>  |
| Leadership            | <p>Ability to provide effective leadership and manage necessary change successfully</p> <p>Able to inspire, challenge, motivate and empower others to deliver high quality education and standards</p> <p>Understand what makes highly effective teams in a school</p> <p>Ability to be a decisive leader and manager, analysing problems and identify solutions</p> <p>Commitment to inclusion and provision of opportunity for all</p> <p>Ability to think strategically and build and communicate a strategic vision for an excellent school</p> <p>Ability to further develop the monitoring and evaluation of individual children's performance in order to raise standards</p> <p>Ability to promote the school in the local community</p> | <p>Able to promote the positive ethos and celebrate the achievements of the school</p> <p>Evidence of a consultative style; approachable and accessible to staff, pupils, parents and other leaders</p> |
| Teaching and Learning | <p>Evidence of excellent classroom practice and</p>  | <p>Ability to strategically develop assessment for learning in order to raise standards</p>   |



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|  | <p>success as a primary teacher</p> <p>Ability to support teachers with the implementation of the whole primary curriculum, resulting in high levels of achievement for all children</p> <p>Evidence of leading whole school initiatives</p> <p>The use of Performance Management to develop teachers</p> <p>A commitment and ability to safeguard the welfare of pupils within their school and across the Trust</p> <p>Committed to maintaining and developing a Christian Ethos within our Church schools</p> |  |
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....