

## **Job Description for Head of School**

**Job Title:** Head of School

**Salary Range:** L17-L21

**Reports to:** Associate Headteacher

**Location:** Birch Wood School (across Birch Wood Vale, Ashton House & Birch Wood College)

**Safeguarding Role:** Deputy Designated Safeguarding Lead (DDSL)

### **Job Purpose**

The Head of School is responsible for the operational leadership and day-to-day management of their designated school site(s). They ensure high standards of education, behaviour, and pastoral support are consistently upheld, working in partnership with the Associate Headteacher and Executive Headteacher to implement strategic goals. The Head of School leads their site team to create a positive, inclusive and aspirational learning environment.

### **Key Responsibilities**

#### **Operational Leadership**

- Provide visible leadership across the school day.
- Manage staff deployment and ensure daily routines are well coordinated.
- Line manage teaching and/or support staff, including professional development.
- Ensure clear communication of expectations and lead staff briefings.

#### **Teaching, Learning and Assessment**

- Implement curriculum and timetable in line with strategic direction.
- Lead and monitor the quality of teaching, learning and assessment.
- Ensure statutory assessment and reporting duties are fulfilled.
- Contribute to curriculum development in collaboration with AHTs.

#### **Pastoral and Behaviour Leadership**

- Lead behaviour and culture strategy and analyse related data.
- Support staff and pupil wellbeing; liaise with families and agencies.
- Act as DDSL and ensure safeguarding systems are effective and up to date.

#### **Operational Management**

- Ensure the site is safe, well-maintained and compliant.
- Oversee routines including gate duties, break/lunch, and school events.
- Lead or support visits, trips, and enrichment activities.

#### **Community Engagement**

- Coordinate parental engagement including progress reports and consultations.

- Lead on admissions and transition arrangements.
- Represent the school within the wider community.

### **Monitoring and Accountability**

- Monitor pupil progress, attendance, and behaviour data.
  - Evaluate feedback from pupils, staff and families.
  - Contribute to development planning and self-evaluation.
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