



Head Of School (Medium) Job Description

SALARY: L3-L7

RESPONSIBLE TO: Hub Lead

MANAGEMENT OF: Assistant Head of School, Teachers and Administrators

CORE PURPOSE

Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the school's own policy.

Under the overall direction of the Hub Lead, the Head of School will play a lead role:

- In formulating the aims, objectives of the school and establishing the policies through which they are to be achieved.
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
- Proactively manage staff and resources.

The Head of School will:

- Take full responsibility for the school.
- Carry out the professional duties of a teacher as required.
- Take responsibility for Child Protection issues as Designated Safeguarding Lead.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

SHAPING THE FUTURE

- In partnership with the Hub Lead and Local Governing Body, establish and implement an ambitious vision and ethos for the future of the school incorporating the school culture framework
- Deliver the Church Of England's vision for Education where applicable
- Play a leading role in the school improvement and school self-evaluation planning process.
- Manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- Lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

LEADING, TEACHING AND LEARNING:

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Raise standards through staff performance management.
- Lead the development and delivery of training for support staff.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting; Assessment for Learning and the development of a creative and appropriate curriculum for all pupils.
- In partnership with the Hub Lead, manage the school through strategic planning and formulation of policy, including delivery of strategy, ensuring management decisions are implemented.
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, planning and assessment scrutiny, pupil work scrutiny and pupil conferencing, to ensure consistency and quality.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Develop review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning.
- Work actively in partnership with School Improvement Phase Leads to support staff and raise standards of education across the school.

DEVELOPING SELF AND WORKING WITH OTHERS:

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Have responsibility for overseeing the induction of ECTs, as appropriate.
- Have responsibility for monitoring the effectiveness of trainee teachers and those undertaking work experience, as appropriate.
- In partnership with the Hub Lead, participate in the selection and appointment of teaching staff.
- Responsible for the recruitment and induction of support staff, including overseeing the work of supply staff and volunteers in the school.
- Be an excellent role model for both staff and pupils in terms of being a reflective practitioner, demonstrating the desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- In partnership with the Hub Lead, deliver an appropriate programme of Professional Development for staff, including quality coaching and mentoring, in line with the School Development Plan and Performance Management priorities.
- Lead the Performance Management process for identified teaching and support staff.

MANAGING THE ORGANISATION

- Lead regular reviews of all school improvement systems to ensure statutory requirements are being met and improved on where necessary.
- Ensure the effective dissemination of information regarding the maintenance of the development of agreed school improvement systems, for internal communication.
- Undertake key activities related to professional/personnel issues with support from the Central team.
- Manage HR and other leadership processes as appropriate, e.g. sickness absence, disciplinary, capability, etc.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school - decisions regarding exclusions can only be taken and signed off by the Hub Lead.
- Be a proactive and effective member of the senior leadership team for the St Barnabas Multi Academy Trust.
- Ensure day-to-day effective organisation and running of the school, including the deployment of staff, as appropriate.
- To undertake any professional duties as reasonably delegated by the Hub Lead.
- Have oversight of the day to day financial management of the school.

SECURING ACCOUNTABILITY:

- Lead and support staff and the Local Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Hub Lead in reporting the school's performance to its community and partners.
- Lead, promote and protect the Health, Safety and Welfare of pupils and staff.
- Lead, promote and protect the safeguarding and welfare of children and young people within the school.



SUPPORTING THE WORK OF THE TRUST

- Ensure that there is high quality Daily Worship that is effective and impactful.
- Develop policies and practices which promote inclusion, equality and the extended services that the school offers with support from the Trust Inclusion Lead
- Develop and maintain contact with all specialist support services and external agencies as appropriate with support from SENCO.
- Promote the positive involvement of parents and carers in school life.
- Organise and conduct appropriate meetings with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community involvement.
- Promote positive relationships and share good practice with colleagues in other schools and organisations.
- Any other duties commensurate with the role

All employees handling personal data must do so responsibly, securely and in line with the school's policies, guidance and training.

Person Specification

ESSENTIAL QUALIFICATIONS

1. Qualified Teacher Status
2. Good Honors Degree or Equivalent

DESIRABLE QUALIFICATIONS

1. National Professional Qualification in Headship (NPQH)

ESSENTIAL PROFESSIONAL KNOWLEDGE AND EXPERIENCES

1. Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements
2. Have a thorough understanding of curriculum development
3. Proven experience of developing good working relationships with all stakeholders
4. A proven track record of successful leadership and delivery of learning
5. Evidence of collaborative and inspirational leadership skills
6. Experience of monitoring and improving the quality of teaching and learning
7. Proven ability to develop, communicate and successfully implement strategies
8. Proven ability to generate and deliver collective vision and shared purpose
9. Proven ability to create, build and retain effective staffing structures
10. Sufficient numeracy skills to interpret statistical data, and manage budgets
11. An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration
12. Excellent organisational skills
13. Well-developed interpersonal and communication skills
14. Proven ability to monitor and evaluate the work of others; to offer support and intervention where necessary
15. Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance
16. Proven ability to lead an organisation successfully through a period of change



17. Ability to build a strong Christian ethos in the school (CofE Schools)

DESIRABLE PROFESSIONAL KNOWLEDGE AND EXPERIENCES

1. Church school experience
2. Experience of senior management
3. Experience of working in a School Improvement capacity

REQUIRED COMPETENCIES

1. **Leadership skills:** Lead initiatives and inspire and motivate stakeholders to foster a culture of accountability and continuous improvement
2. **Relationship building:** Form productive relationships internally and externally developing strategic partnerships
3. **Commitment to “BRING IT” The Trust Mission:** Passion for the Trust purpose, strategies and vision dedicating time and effort to support pupil outcomes
4. **Integrity:** A strong sense of ethics ensuring transparency and accountability
5. **Communication Skills:** Excellent verbal and written communication skills with the ability to convey information to diverse audiences
6. **Empowerment:** Empowering others by giving them the skills and knowledge to be successful
7. **Inclusive Practice:** Understanding of how to apply principles of inclusive practice and a commitment to equality, diversity and inclusion
8. **Adaptability:** Flexible to changing circumstances and needs in a dynamic environment
9. **Respect for Others:** Demonstrating respect for differing viewpoints and fostering a collaborative atmosphere
10. **Problem Solving:** Capacity to identify issues and develop solutions to enhance operational efficiencies and pupil outcomes
11. **Strategic Vision:** Ability to develop and implement long term strategic goals and Trust objectives
12. **Safeguarding:** Thorough understanding of safeguarding requirement for the Trust
13. **Coaching and Mentoring:** Ability to coach and mentor direct reporting lines and wider teams.
14. **Bring Courage:** Demonstrating the ability to take calculated risks to support the future development and growth of the Trust
15. **Bring Creativity:** Encourage the wider team to develop innovative solutions to optimise limited resources
16. **Bring Friendship:** Encourage employees to build internal friendships, supporting wellbeing and collaboration through “Employee Voice”.

ESSENTIAL OTHER



1. Enhanced DBS
2. Full drivers licence