



Job Description and Person Specification

Job Title:	Head of School
Grade:	L16-20
Contract type:	Full time and permanent
Reporting to:	Executive Head of School

1. Main purpose

The Head of School will:

- Establish and sustain the school's ethos and strategic direction together with the Executive Head of School, local governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively, identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure the school's improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Ensure the school plays an active role in the wider Trust network of schools, sharing practice and working collaboratively with other colleagues

2. In Relation to Statutory Requirements

The Head of School shall carry out his/her professional duties in accordance with the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually).

3. Qualities

The Head of School will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve the best interests of the school's pupils



4. Duties and responsibilities

a. School culture and behaviour

The Head of School will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

b. Teaching, curriculum and assessment

The Head of School will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to learning and teaching

c. Additional and special educational needs (SEN) and disabilities

The Head of School will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.



d. Managing the school

The Head of School will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk

e. Professional development

The Head of School will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
- Work closely with the Trust to contribute to professional development networks and online training resources

f. Governance, accountability and working in partnership

The Head of School will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work closely with colleague Headteachers and Head of Schools in Mainstream Partnership schools to ensure the smooth operation of those settings
- Play an active role in Trust wide networks and ensure that staff are empowered to do the same



5. Other Duties

The Head of School will take on any additional responsibilities that might from time to time be determined by the Executive Head of School that are appropriate to the level and the role.

Person Specification

Criteria	Qualities	Essential / Desirable
Qualifications and training	Qualified Teacher Status National professional qualification for headship (NPQH)	Essential Desirable
Experience	Successful leadership and management experience in a school Successful leadership and management experience in a specialist setting Teaching experience in a range of settings including specialist Involvement in school self-evaluation and development planning Demonstrable experience of successful line management and staff development Has worked in a DSL or DSO role	Essential Desirable Desirable Essential Essential Desirable
Skills and knowledge	Analytical skills, and the ability to use data to set targets and identify weaknesses Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve Clear understanding of high quality teaching and learning in a specialist setting Clear understanding of safeguarding systems, duties and responsibilities in a school Understanding of school finances and financial management	Essential Essential Desirable Essential Essential



	<p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Personal Qualities</p>	<p>Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</p> <p>Commitment to undertake further professional development relevant to the post</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>