



Penny Field School

Head of School

JOB DESCRIPTION

Job Title : Head of School

Grade : L14-18

1. PURPOSE OF THE JOB

To work with the Executive Principal in the leadership and management and organisation of a setting within the Academy in order to achieve the highest standards of pupil achievement and efficiency.

To play a major role in assisting the Executive Principal to:

- Formulate the aims and the objectives of the Academy
- Establish the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring pupil progress
- Developing, implementing and monitoring of a curriculum to meet the needs of the pupils within the Academy
- Ensure behaviour improvement and the safety and well-being of students

2. IN RELATION TO THE 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. DUTIES AND RESPONSIBILITIES

a) **Shaping the future** - The Head of School will:

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Play a leading role within the Academy translating the local and national vision into strategic plans which will sustain improvement
- Develop systems and organisation to deliver the aims of the Academy
- Support and assist the Executive Principal in developing the vision, ethos and policies of the Academy and promote high levels of achievement throughout the Academy.
- Actively support the Executive Principal, Governors and staff in the promotion and achievement of the aims and objectives of the Academy.
- Play a leading role in the planning, monitoring, evaluation and development of the Academy curriculum through the Academy Improvement Plan.
- Support all staff in achieving the priorities and targets the Academy sets and monitor the progress towards meeting them
- Contribute to the Academy's organisation and overall strategy of the Academy through Leadership and Senior Management Team meetings.
- Take a leading role in exploring and ensuring that the Academy drives development and seeks accreditation through appropriate external charter marks.

b) **Leading teaching and learning** - Head of School will:

Lead and drive the development of the curriculum within a setting, ensuring that it:

- meets the diverse needs of the pupils, being broad, balanced, relevant, challenging and appropriately differentiated
- Be a leading role model to all teaching staff within the Academy and reflect a high level of professional teaching standards
- Support the Executive Principal in evaluating the curriculum and its assessment in order to identify and act on areas for improvement
- Facilitate collaborative working within and across settings between class teachers, learning teams and colleagues from other services
- Ensure there is a continuous focus in the Academy on pupil's behaviour, achievement, effectively using data and benchmarks to monitor the progress in every pupil's learning.
- Monitor and implement policies which impact on outstanding practice and are understood and implemented by all stakeholders.
- Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
- Support the Executive Principal to monitor the quality of plans for individual children, their implementation and impact
- Ensure stimulating and challenging learning environments which secure effective learning and provide high standards of achievement, behaviour
- As part of the leadership team, monitor, evaluate and review class room practice and manage improvement strategies
- Analyse and interpret data to inform class room practice across the Academy
- Lead the monitoring and evaluation of the range of intervention strategies employed throughout the Academy's settings ensuring that resources are targeted correctly towards those pupils requiring additional support
- Contribute to monitoring the quality of teaching and children's achievements across the both Academies including the analysis of performance data, in partnership with the Executive Principal and other members of the leadership team

c) **Developing self and working with others** - The Head of School will:

Lead Continuing Professional Development ensuring that:

- there is a coordinated approach to professional development
- professional development reflects improvement priorities
- staff development is clearly linked to performance management and enables staff to meet performance management objectives
- the effectiveness and impact of the programme is monitored and evaluated
- effective staff induction is lead
- positive working relationships with all staff are maintained
- staff are motivated and challenged to maintain high expectations of behaviours
- statutory requirements are met regarding up to date staff training (e.g areas such as Safeguarding, First Aid and Health and Safety)
- where possible, staff are empowered to plan and choose elements of their own Professional Development
- professional development and performance review is in place for all staff in line with Trust policy
- student and graduate teacher placements and lead and managed effectively

d) **Managing the organisation** - The Head of School will:

- Take lead responsibility for the **admission** of students into the Academy, ensuring that:
 - are appropriately placed within the Academy
 - parents / carers are appropriately briefed and informed on admission
 - the Academy has all appropriate documentation regarding the student
- the schools Academies admissions guidance is implemented and reviewed as appropriate
- the interests of the Academy are represented as appropriate at FAP and MAP meetings
- numbers of students within the Academy satisfy our obligation to the Local Authority / other commissioners
- arrangements are in place for baseline assessment of students on entry into the Academy
- students suitable for return to mainstream schools are identified and supported appropriately through this process
- With regard to staffing:
 - Contribute to procedures to recruit, retain staff
 - Deploy staff appropriately on a day to day basis within their setting
- Under the direction of the Executive Principal develop and implement policies and practices that take account of national and local policies, initiatives and legislation
- Take a key role in the self-evaluation process across the Academies utilising a range of tasks to promote thorough self-review
- Lead and coordinate in the implementation of Performance Management of colleagues within the school and integrate this into their professional development
- Lead, organise, monitor and evaluate the work of those members of staff responsible for implementing intervention strategies across the Academy
- Support the development of pastoral care of pupils and staff across the Academy
- Ensure staff are well informed of all aspects of Academy life in order to promote good communication and high morale. Encourage the practice of working as a team
- Assist the Executive Principal in maintaining and developing a positive and constructive partnership with parents and the local community
- manage organisational change effectively.

e) **Securing accountability** - The Head of School will:

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Executive Principal or Governing body to enable them to meet their statutory responsibilities
- Seek out opportunities for and present the Academies' performance and other Academy initiatives to a range of audiences; parents, Governors, Leadership team and other external agencies

f) **Strengthening the community** - The Head of School will:

- Work with other school leaders in the Trust to share practice and provide mutual support across the immediate and wider region.
- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Actively seek out and build the reputation of the Academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils'

achievement and personal development

g) **Safeguarding** - The Head of School will:

- Work to create and promote a culture of safeguarding within the school and staff
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that staff receive appropriate training for their roles and responsibilities in line with Trust policy, local and national guidance
- Ensure that sufficient resources, training and time is allocated to enable staff to discharge their child protection related responsibilities effectively

h) **Efficient and effective deployment of resources** - The Head of School will:

- work with the Executive Principal and Finance Officer to set Academy budgets and monitor their effectiveness.
- Work with the Executive Principal in establishing priorities for expenditure for the Academy, and in monitoring the effectiveness of spending and usage of resources

i) **Accountability**- The Head of School will:

- be accountable to the Executive Principal for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the Academy set out in this job description and delegated by the Executive Principal.
- play a key role in designing and maintaining a self-evaluation framework for the Academy which clearly identifies strengths and areas for development, in order to inform the improvement agenda and maintain high standards.
- to ensure that the Academy presents a clear, coherent and accurate account of its performance to a range of audiences including WAT, Governors, parents and carers and the local community.

j) **Other Duties** - The Head of School will:

- Take on any additional responsibilities that might from time to time be determined by the Executive Principal

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 • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships	Essential Essential Essential Essential Essential Essential Essential
Personal Qualities	• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs	Essential Essential Essential Essential Essential

	are not expressed in ways that exploit the position • Commitment to undertake further professional development relevant to the post	Essential
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