

## HOCKLIFFE LOWER SCHOOL

### JOB DESCRIPTION FOR HEAD OF SCHOOL

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**Responsible to:** Trust Leadership / Executive Headteacher

#### **Job Purpose:**

The Head of School will provide high-quality professional leadership and management to ensure the school delivers an outstanding education for all pupils. The postholder will lead the day-to-day running of Hockliffe Lower School, securing high standards of teaching, learning, behaviour, and safeguarding.

Working as part of the leadership structure within the Kingsbridge Educational Trust, the Head of School will contribute to the Trust's vision, collaborate with colleagues across the Trust, and support the development of a strong and inclusive school community.

The Head of School will promote a culture of high expectations, continuous improvement, and strong partnerships with families and the wider community.

#### **Safeguarding Leadership**

- Provide clear leadership for the school, ensuring the Trust's vision and values are embedded in all aspects of school life.
- Contribute to the development and implementation of the school improvement plan.
- Work closely with the Executive Headteacher and Trust leaders to ensure alignment with Trust priorities.
- Lead school self-evaluation and ensure continuous improvement

#### **Teaching & Learning**

- Ensure consistently high standards of teaching and learning across the school.
- Lead the development of an ambitious and inclusive curriculum that meets the needs of all pupils.
- Use assessment information effectively to raise standards and close attainment gaps.
- Support staff development through coaching, mentoring and professional learning.
- Welfare Service, keeping attendance policies up to date and ensuring adherence to them.

#### **Staff Leadership & Development**

- Lead, motivate and inspire staff to achieve the highest standards.
- Promote a culture of collaboration, professional growth and accountability.
- Manage performance and professional development of staff.
- Contribute to recruitment, induction and retention of high-quality staff.

#### **Safeguarding and Pupil Wellbeing**

- Ensure safeguarding and child protection procedures are robust and effective.
- Promote a safe, inclusive and supportive environment for all pupils.
- Champion pupil wellbeing, behaviour, attendance and inclusion.
- Ensure statutory responsibilities are met

#### **School Operations**

- Oversee the day-to-day management and organisation of the school.
- Ensure effective systems are in place for behaviour, attendance and safeguarding.
- Work with Trust leaders to manage resources effectively and ensure value for money
- Ensure compliance with statutory and Trust policies.

#### **Community and Partnerships**

- Build strong relationships with parents, carers and the wider community.
- Represent the school positively within the Trust and the local area.
- Promote collaboration with other schools within the Kingsbridge Educational Trust.
- Strengthen links with local services and partners.