



## Job Description

**Post Title:** Head of School

**Line Manager:** Executive Headteacher

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### Purpose of the Role:

- To manage the school on a day-to-day basis and be accountable for the organisation and conduct of the school, including staff and pupils.
- Provide professional leadership and strategic direction leadership including being accountable for the standards achieved and quality of teaching and learning at the setting
- Deliver effective leadership and management strategies to enable the staff to provide every child high quality education and to promote the highest possible standards of teaching, learning and achievement
- Ensure a consistently high quality of education for all pupils through the effective delivery of the highest standards of learning and assessment in accordance with statutory requirements
- Secure the long-term success of the school by maximising potential through the skills and resource available within the schools and wider Trust
- Build leadership capacity and develop leadership capability

### Generic Introduction:

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Our School is an Equal Opportunities employer and requires its employees to comply with the Exceed Academies Trust Equality Statement and Objectives.
4. We are committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a condition covered under the Equality Act 2010.

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## **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role, the post holder is required to meet the Advanced Threshold Level.

## **Supervision and Guidance:**

- To report to the Executive Headteacher/CEO to ensure clarity of understanding on a range of issues.

## **Supervisory Responsibilities:**

- Lead, motivate and manage the teaching and support staff, fostering a collaborative and supportive work environment.
- Conduct staff appraisals, set performance targets, and provide constructive feedback.
- Oversee the recruitment, selection, and induction of new staff members.

## **Key Responsibilities:**

### **Leadership**

- Work with the Executive Headteacher, staff, Trust and Local Advisory Board to set the strategic direction for the school
- Lead by example and provide inspiration and motivation to the whole school community, generating an overarching ethos and associated policies for the school which promote high levels of progress and attainment within an inclusive, caring and safe environment
- Ensure that planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community
- Demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mindset
- Attend and contribute to meetings of the Local Advisory Board

### **Education & Standards**

- Ensure that learning is at the heart of the school at all times and take responsibility for the quality of teaching and learning across the whole school
- Inspire and coach every teacher to deliver quality first teaching for every pupil, every time
- Challenge under-performance at all levels and ensure effective corrective action and follow-up
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child
- Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning
- Develop and maintain a broad range of extra-curricular activities across the school
- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved
- Lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential

- Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection
- Build a collaborative culture which positively embraces change and progression through staff empowerment and team work
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work/life balance

### **Safeguarding and Compliance**

- Provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self- evaluation
- Recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the aims of the school
- Manage and organise the school environment efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Maintain effective systems for safeguarding all pupils working with external agencies as required
- Promote the safety and wellbeing of pupils and staff

### **Management of Resources**

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the school are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Working with the Executive Headteacher, ensure the effective deployment of resources across the school to ensure maximum impact
- Work with the Executive Headteacher to produce balanced annual budget for the school for recommendation to the Board of Trustees
- Work with the Executive Headteacher to recruit, lead and develop a committed, effective and diverse workforce across the school that understands its role in enabling and promoting high quality learning
- Develop leadership capacity across the school through coaching and other appropriate methods, supporting the development of effective middle leadership roles within the school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

### **Additional Duties**

- To fulfil the requirements and duties set out in the STPCD relating to Headteachers
- To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils
- Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process
- Regularly review own practice, setting personal targets and taking responsibility for own development
- To undertake other duties and responsibilities as is reasonably directed by the Executive Headteacher

### **CPD**

Maximise opportunities for personal development by:

- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required



- participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary
- participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



## Person Specification

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• National Professional Qualification of Headship (NPQH) or equivalent, or willingness to work towards</li> <li>• Qualified Teacher Status (QTS)</li> <li>• Degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Safer Recruitment trained</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership as a Headteacher/Head of School, or as a Deputy Headteacher</li> <li>• Recent experience of appropriate professional development towards the role of a Headteacher</li> <li>• Evidence in organisational resourcing, financial management, writing and presenting policy, effective partnership working, analysis and evaluation of data and inspirational collaborative leadership</li> <li>• Experience of driving and delivering transformational and cultural change</li> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children</li> <li>• Excellent written/oral communication skills</li> <li>• Evidence of substantial, sustained, outstanding teaching across the primary school age range</li> <li>• High-level personal organisation and time management skills.</li> <li>• An understanding of the use of data and assessment to raise standards and address underperformance</li> <li>• An understanding of effective school self-evaluation and the requirements of the current Inspection Framework</li> <li>• A full understanding of the National Curriculum and its implementation</li> <li>• An awareness of recent national initiatives aimed at raising achievement and school improvement strategies relating to curriculum and/or inclusion</li> <li>• A strong commitment to community links and the ability to engage confidently with stakeholders</li> <li>• An ability to establish positive working relationships with colleagues and pupils through modelling very high</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement</li> </ul>

	<p>levels of professionalism, commitment and integrity</p> <ul style="list-style-type: none"> <li>• High level self-awareness and interpersonal leadership skills</li> <li>• Ability to identify and solve problems, generating a positive ethos amongst staff</li> <li>• Willingness to support community initiatives, parent association groups and working parties</li> </ul>	
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

In addition, the post holder must have the ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying. However, suitable training will be provided, should this be the case.

