Job description: Head of School

Location: Padbury CofE Primary School

Reporting to: Executive Headteacher

Salary: Leadership Pay Spine: L9-L12

Main purpose of the job:

The Head of School will promote and support the vision and direction of Padbury C of E Primary School by providing the day-to-day leadership and support for the school that will enable it to build success and provide high quality education for its pupils. The Head of School is the substantive on-site leader of Padbury C of E Primary School and is the first point of contact for parents, pupils, staff, governors and external agencies in all matters relating to the day-to-day life of the school. The Head of School at Padbury C of E Primary School will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Executive Headteacher has overall and strategic responsibility for Padbury C of E Primary School and will support and line manage the Head of School in the role.

Statutory designation: For the purposes of statutory returns, regulatory correspondence, and Ofsted/SIAMS inspection, the Head of School is the registered Headteacher of Padbury C of E Primary School. The Executive Headteacher provides strategic leadership across the Hub.

Safeguarding designation: The Head of School is the Designated Safeguarding Lead (DSL) for Padbury C of E Primary School and is the first responder for all safeguarding matters arising on site. The Executive Headteacher acts as strategic safeguarding lead across the hub and as a Deputy DSL escalation contact.

Key responsibilities:

- The Head of School will continue to raise standards of achievement, be jointly responsible for day- to -day management of the pupils, staff, adult users, resources and buildings so as to promote and secure the achievement and well-being of all pupils and adults.
- The Head of School will work with the Executive Headteacher, senior leaders, Local Governing Body and ODBST Officers to provide an environment in which all staff and pupils are enabled to achieve success and to build towards achieving their potential.
- The Head of School will lead on ensuring the effective management of pupils' personal development, behavior and well-being by actively promoting good behaviour, supporting staff, parents and carers in promoting the personal development of all pupils and ensuring that all pupils and adults are enabled to succeed in school without hindrance or disruption.

- The Head of School will be responsible in the absence of the Executive Headteacher for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher. They will consult, as appropriate, with Officers of the Trust, Local Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.
- The Head of School has a major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating the professional behavior's required for all employees in the trust.
- The Head of School will be closely involved with the Executive Headteacher recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

Decision rights and division of responsibilities

To ensure clarity between the Executive Headteacher (EHT) and Head of School (HoS) roles, the following decision rights apply:

- Vision and strategic plan: drafted jointly; final sign-off by the EHT and Local Governing Body. The HoS leads on translating the strategic plan into operational action plans for Padbury.
- Teaching and support staff recruitment: the HoS leads selection panels and recommends appointments; the EHT countersigns offers and is consulted on all senior appointments.
- Day-to-day line management of all Padbury staff: led by the HoS, including performance review of all teaching and support staff at the school.
- Performance management of the HoS: led by the EHT.
- Annual budget setting: led by the EHT in consultation with the HoS. The HoS is the operational budget-holder for day-to-day spend within the agreed envelope and reports variance monthly to the EHT.
- Self-Evaluation Form (SEF) and School Improvement Plan: drafted by the HoS; reviewed, challenged and signed off by the EHT.
- Ofsted/SIAMS first response: the HoS leads on-site response and inspector liaison; the EHT leads on strategic accountability to the Trust and Local Governing Body.
- Behaviour, exclusions and safeguarding decisions: led by the HoS as DSL and on-site Headteacher; the EHT consulted on permanent exclusions and complex safeguarding cases.
- Curriculum design and pedagogy: led by the HoS within the framework agreed across the hub by the EHT.
- Local Governing Body meetings: the HoS attends all meetings as standing senior leader and presents the Head of School's report; the EHT attends to provide strategic and hub-level context.

Vision, direction and development

The Head of School will:

- Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Executive Headteacher, Governing Body, Trust officers and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- Work with senior leaders, staff, governors and trust officers to translate the strategic plan for the academy into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with the Executive Headteacher, senior leaders, staff, Officers and governors to rigorously monitor and evaluate progress towards targets and outcomes
- Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- Advise and support staff and governors in policy development and implementation
- Support governors in ensuring that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote Padbury C of E Primary School within the local, national and global community.

Leading Teaching and Learning

The Head of School will:

- With the Executive Headteacher give total priority to developing high quality teaching and learning across the school
- Ensure that learning is at the heart of strategic planning and resource management.
- Support a culture and ethos of challenge and support where all pupils can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils at Padbury C of E Primary School
- Ensure that statutory requirements of the National Curriculum are met and that all pupils are enabled to access a broad, balanced and relevant curriculum with regard to ODBST guidance
- Ensure that the curriculum and pastoral care of the school is appropriate to the pupils' differing experiences, interests, aptitudes and backgrounds
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.

- Ensure that there the system for assessing, recording and reporting of pupil's progress is used effectively by all staff
- Maintain a consistent and continuous focus on pupil's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Leading and Managing Staff

The Head of School will:

- Liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff, leading selection panels at Padbury and recommending appointments to the EHT for countersignature
- Act as Line Manager for all teaching and support staff at Padbury, assuming responsibility for all aspects of their performance review, in support of the Executive Headteacher
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Regularly lead whole school Collective Worship
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school
- Deputise for the Executive Headteacher at whole school events/ meetings when required to do so.

Accountability

The Head of School will:

- Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Provide information and support to the Executive Headteacher, the Governing Body and ODBST Officers based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Executive Headteacher to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement

- Work with the Executive Headteacher to update regularly the agreed Self-Evaluation materials for governors and Ofsted inspection, update the school improvement plan and collect evidence to support judgments made in evaluating the school's success
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning
- Attend all meetings of the Padbury C of E Primary School Local Governing Body (LGB) as the standing senior leader for the school, presenting the Head of School's report at each meeting, covering: pupil progress and attainment, safeguarding, behaviour and attendance, staffing, premises, and progress against the School Improvement Plan.
- Work alongside the Executive Headteacher at LGB meetings, with the Executive Headteacher leading on strategic, hub-wide and trust-level matters and the Head of School leading on operational, school-specific matters.
- Provide written reports to governors in advance of each LGB meeting in line with the agreed reporting cycle, and respond to governor questions and challenge in person.
- Attend any extraordinary LGB meetings convened in response to safeguarding, HR, complaints or inspection matters relating to Padbury.
- Support the Chair of Governors and the Clerk in agenda-setting for LGB meetings, ensuring the operational realities of the school are properly reflected.
- Attend ODBST Trust meetings, briefings and CPD events as directed by the Executive Headteacher, including Heads of School network meetings.

Signed …….. (Executive Headteacher) Date …….

I acknowledge that I have seen and received a copy of the above job description.

Signed ……

Person Specification:

A. Qualification and Experience

Criterion	E/D	Assessed by
A degree and Qualified Teacher Status	**E**	**A/R**
NPQH (National Professional Qualification for Headship), held or actively working towards completion	**E**	**A/R**
Substantial recent experience of senior leadership in a primary, junior or middle phase school (Deputy Head, Head of School, or Headteacher level)	**E**	**A/I/R**
Recent and successful primary classroom teaching experience	**E**	**A/I/R**
Experience of leading a key area of whole-school improvement (e.g. curriculum, teaching and learning, inclusion, behaviour) with measurable impact	**E**	**A/I/R**
Experience of holding Designated Safeguarding Lead or Deputy DSL responsibility, with up-to-date Level 3 DSL training (or willingness to complete on appointment)	**E**	**A/I/R**
Experience of line managing teaching and support staff, including performance review and capability	**E**	**A/I/R**
Experience of working in or with a Church of England school	**D**	**A/I**
Experience of working within a multi-academy trust	**D**	**A/I**
Evidence of recent, sustained professional development relevant to headship	**E**	**A**

B. Qualities, Skills and Capabilities

Criterion	E/D	Assessed by
A passionate and informed commitment to children's development, well-being and engagement with school	E	A/I
A visible, approachable and respected on-site leader with high emotional intelligence	E	A/I/R
The ability to hold professionally challenging conversations and use formal processes to address underperformance	E	A/I/R
Demonstrable ability to build and sustain inclusive practice for all members of the school community	E	A/I
The skills to motivate and inspire staff, model professional behaviours and develop middle leadership	E	A/I/R
A strong working understanding of Ofsted and SIAMS frameworks and what is required for a successful inspection	E	A/I
Ability to use pupil progress and attainment data to drive classroom-level and whole-school improvement	E	A/I
Ability to work constructively as part of a leadership pair with an Executive Headteacher, accepting strategic direction while exercising delegated operational authority with confidence	E	A/I/R
Confidence and clarity in presenting to and being held to account by a Local Governing Body	E	A/I
Excellent written and oral communication with pupils, staff, parents, governors and external agencies	E	A/I
An approach that is respectful and in sympathy with the Christian foundation of the school, and the ability to lead a church school's daily life including collective worship	E	A/I
Resilience, perseverance and optimism in the face of challenge	E	I/R

Criterion	E/D	Assessed by
A clear and demonstrable commitment to safeguarding and child protection	E	A/I/R
Commitment to continuous professional development of self and others	E	A/I

C. Knowledge and Understanding

Criterion	E/D	Assessed by
Outstanding knowledge of the primary curriculum and current pedagogical practice, including the wider curriculum (PSHE, Citizenship, RSHE)	E	A/I
Knowledge of the Early Learning Goals and statutory requirements at EYFS and KS1/KS2	E	A/I
In-depth knowledge of statutory safeguarding and child protection procedures (including KCSIE)	E	A/I
Understanding of the context of a Church of England primary school and of Christianity, alongside respect for other faiths and none	E	A/I
Working knowledge of school finance and the ability to manage delegated operational budgets	E	A/I
Understanding of health and safety legislation and the duty to actively promote pupil and staff well-being	E	A/I
Understanding of how to engage parents and carers as partners in their children's progress	E	A/I
Strategic understanding of the use of digital technologies in teaching, learning, management and communication	E	A/I
Understanding of the relationship between a Head of School and an Executive Headteacher within a hub model, and the boundaries of delegated authority	E	I
Understanding of the role and statutory responsibilities of a Local Governing Body and how to support effective governance	E	A/I