



## **Job Description**

**Post title:** Head of School

**Responsible to:** Strategic Executive Team and CEO

**Responsible for:** All staff

**Salary:** L6- L12

<b>Purpose</b>
<p>The Head of School will:</p> <ul style="list-style-type: none"><li>• Promote and support the vision and direction of All Saints' CE Primary School by providing the day-to-day leadership that will enable it to build on its current success and provide high quality education for its children.</li><li>• Lead and manage the school on a day-to-day basis and be the first point of contact for all stakeholders and external agencies in matters relating to the school.</li><li>• Provide effective coaching, mentoring and support for all teachers across the school, in collaboration with its Senior Leadership Team.</li><li>• Lead the raising of standards throughout the school.</li><li>• Be an ambassador for the school and promote and raise its profile in the local and wider community.</li><li>• Have strategic responsibility for All Saints' CE Primary School and support the vision and direction of the Multi Academy Trust to enable the provision of high quality education for all its pupils.</li><li>• Undertake any other reasonable requests made by the CEO, Strategic Executive Leaders, Trustees or governors.</li></ul>
<b>Principle Accountabilities</b>
<p>The Head of School will strive to undertake the professional duties of a Head of School, as set out in the National Standards for Headship.</p> <p>The Head of School will:</p> <ul style="list-style-type: none"><li>• Establish high quality education by leading teaching and learning, having high aspirations and developing all staff.</li><li>• Be the leading professional in the school.</li><li>• Be accountable to the Local Governing Board, Trustees and the CEO.</li><li>• Provide vision, leadership and direction for the school and ensure it is managed and organised to meet the aims and ambitions established by the Trustees, governors and the community the school serves.</li><li>• Be responsible for monitoring and evaluating the school's performance and identifying priorities for continuous improvement. Priorities will include raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices.</li><li>• Deploy resources efficiently and effectively to achieve the school's aims and objectives.</li><li>• Be responsible for the effective day-to-day management, organisation and administration of the school.</li><li>• Secure the commitment of the wider community to the school by developing and maintaining effective partnerships.</li></ul>



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- Along with the Local Governing Board, Strategic Executive Leaders and the CEO, be responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

### **Shaping the Future**

Working with the Local Governing Board, CEO and Trustees, create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

The Head of School will:

- Ensure the vision for the school is clearly articulated, shared, understood and effectively acted upon by all.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared, positive culture.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Work in partnership and collaboration with other schools and early years' providers.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.

### **Leading Teaching and Learning**

The Head of School will have a central responsibility for raising the quality of teaching and learning and for pupils' achievement, setting high expectations and monitoring and evaluating learning outcomes.

The Head of School will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to teaching and learning which meet identified needs.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure effective intervention and follow-up action.



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### **Developing self and working with others**

The Head of School will build a professional learning community that enables others to achieve.

The Head of School will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Manage their own workload and that of others to allow an appropriate work/life balance and well-being.

### **Managing the Organisation**

The Head of School will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

The Head of School will:

- Create an organisational structure which reflects the school's and Trust's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives,
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, and implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.



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- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Provide support to other schools within and beyond the Trust, as appropriate.

### **Securing Accountability**

The Head of School is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the CEO, Strategic Executive Leaders and Trustees. The Head of School is legally and contractually accountable to the Local Governing Board / Trustees for the school, its environment and all its work.

The Head of School will:

- Fulfil commitments arising from contractual accountability Board/Trustees.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation.
- Work with the Local Governing Board (providing information, support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate performance to a range of audiences including governors, parents, carers, CEO, SET and Trustees..
- Reflect on personal contribution to school achievements and take account of feedback from others.

### **Safeguarding Children and Safer Recruitment**

All Saints' CE Primary school is committed to safeguarding and promoting the welfare of children and young people as required under Education Act 2002 and expects all staff and volunteers to share this commitment.

The Head of School will:

- Ensure that the policies and procedures adopted by the Local Governing Board / Trustees are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- Co-operate and work with relevant agencies to protect children
- St Bartholomew's CE Multi-Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this



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commitment. Each applicant will be expected to undertake compliance checks including Enhanced DBS check, Prohibited list, Barred list and Qualifications.

- All employees must adhere to the Safeguarding and Child Protection Policy.