



Job Description

Head of School

Job Purpose

- To 'Secure outstanding outcomes for all pupils through leadership of a single school and shared strategic leadership of the trust'.
- To demonstrate through practice effective teaching to facilitate learning in order to secure outstanding outcomes for all pupils.
- The learning, teaching and progress of the pupils at the school.
- The effective day-to-day management of the school.
- The effective implementation of the agreed vision, principles and policies.

Key Responsibilities

- Coach, mentor and motivate staff to build a culture of high commitment, standards, aspiration and drive for success;
- Establish and secure very high expectations of pupil achievement throughout the school;
- Implement rigorously and effectively academy systems of quality assurance, appraisal and effective professional development of teachers;
- Directly line manage teaching and non-teaching staff including admin team.
- Be involved with the Executive Headteacher in the effective recruitment and selection of staff in line and strategic direction;
- Build a learning community within the school, modelling and promoting a self-critical reflective approach;
- Be involved alongside the Executive Headteacher, in the professional self-evaluation of the school and supported evaluation by the SLT team and any relevant external groups;
- Co-operate with, and ensure positive impact of, agreed school improvement work including other members of the academy group.
- Maintain open professional dialogue with the whole SLT about the individual school's identification of strengths and weaknesses ensuring a pro-active approach to sharing potential

or existing difficulties.

- Day to day management of the school;
- Manage the school's delegated curriculum budget in line with trust policies and strategic direction, specific to teaching and learning.
- Liaise with facilities management to ensure Health and Safety systems are in place.
- Support the Family Liaison Support worker and SEND lead teacher;
- Promote, embed, secure and monitor all agreed policies in the school;
- Undertake any relevant professional duties delegated by the executive Headteacher. Establishment of a sensitive and inspiring relationship with parents and carers, developing a wide range of high quality provision to contribute to high aspirations and outcomes for children;
- Development of shared learning opportunities for community and children.
- Ensure that the quality of teaching and learning in all year groups is secure and improving to outstanding;
- Ensure that the curriculum for learning is rich, relevant and inspirational and contributes to outstanding attitudes and outcomes;
- Ensure that agreed clear lines of accountability work in practice to secure outcomes for all pupils;
- Ensure that all children make optimal progress even when there are barriers to learning, through excellent systems and provision for all;
- Make rigorous use of data about pupil progress and outcomes to optimise learning for all children and to drive up standards of teaching and learning;
- Establish and maintain an ethos and relationships in which children and staff develop their emotional literacy to create an emotionally healthy environment which optimises learning in line with trust policies and strategic direction;
- Spend, dependent upon the context and the pupil numbers within each school, spend a minimum of 2 days teaching and coaching within all phases. In schools with a larger number of pupils this role will be undertaken by the Vice Principals.