



Head of School Leadership Scale L18-24 Job Description

Main purpose

- Provide operational leadership and management, inspiring the highest possible standards in teaching and learning to support the achievement of pupils.
- Motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent and experience to enhance the development of pupils into well-rounded young people.
- Monitor and evaluate standards to determine appropriate targets for improvement. To establish and implement an improvement plan to ensure that every pupil's potential is unlocked and opportunity is realised by all.
- Create an accountable, safe, positive learning environment in which people are treated fairly, equitably and with respect.

Strategic direction and development of the school

- Work in partnership with the Executive Headteacher and Governing Body to develop the vision, ethos and values which underpins the school.
- Translate the vision into agreed objectives and operational plans.
- Monitor and evaluate the performance of the school and respond and report to the Executive Headteacher and Governing Body as required.
- Create and maintain a shared learning culture and positive climate.
- Fully engage with parents and carers, external partners and local schools.
- Identify and develop future leaders.
- Assist with writing school self-evaluation documents and school development plans.

Teaching and Learning

- Maintain an environment that promotes and secures high standards of safeguarding, teaching and learning, achievement and behaviour.
- Work with the staff to develop, organise and implement an appropriate curriculum and its assessment, taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- Create quality provision for the moral, spiritual, social and cultural development of all pupils.
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable the school and community to succeed
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

Management – pupils

- Implement positive policies and procedures, which ensure high standards of pupil behaviour and discipline.

- Continue to maintain an effective partnership with parents and carers to support and improve pupils' behaviour, achievements and personal development.

Leading and managing staff

- Deploy and manage all teaching and non-teaching staff of the school and delegate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- In conjunction with the Executive Headteacher, implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff including the induction of newly qualified teachers.
- Continue the development of positive working relationship with governors, staff, pupils, parents and carers and the wider school community.

Efficient and effective deployment of staff and resources

- Work with the Executive Headteacher and governors to recruit and retain staff of the highest quality.
- Manage and organise the accommodation efficiently to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Manage the range, quality and use of resources in order to improve the quality of education, ensure efficiency and secure value for money.
- Work with the Executive Headteacher to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School. To be accountable to the Governing Body for the proper discharge of these resource responsibilities.

Accountability

- Continue to develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Make and maintain arrangements for parents and carers to be given regular information about the school curriculum, the progress of their children, other matters affecting the school and the contributions they can make to support their child's progress.
- In conjunction with the Executive Headteacher, present a coherent account of the school's performance in a form appropriate to the range of audiences including governors, the local authority and Ofsted.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement.

Additional responsibilities

- Arrange for the Deputy Headteacher or other suitable person to assume responsibility for the discharge of the Head of School's functions at any time when they are unavailable.