

Job description: Head of School

Location: Forster Park Primary School
Required from April 2017

Reporting to: Executive Headteacher

Grade: Salary Leadership Pay Spine Range L18-22 = £67,305 - £73,465)

This post is full time and is available from April 2017

Main purpose of the job:

The Head of School will promote and support the vision and direction of Forster Park Primary School by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School has leadership and management of the school on a day-to-day basis, will manage the leadership group of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School of Forster Park Primary School will be an ambassador for the school and will promote and raise its profile in the wider community.

The Executive Headteacher has overall and strategic responsibility for both Rangefield and Forster Park Primary Schools and will support and advise the Head of School in each school and is their line manager. As an employee within a federation, you may be required to work at either school.

Key responsibilities:

The Head of School will continue to raise standards of achievement, be responsible for all day- to -day management of the children, staff, adult users, resources and building so as to promote and secure the achievement and well being of all children and adults. The Head of School will work with the Executive Headteacher, school leadership team and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Head of School will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff and parents in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis 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. He/ she will consult, as appropriate, with the Directorate of Children and Young People's Services, the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them. The Head of School will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

Vision, direction and development

The Head of School will:

- Support the Executive Headteacher in developing and sharing the vision and direction of Forster Park Primary School
- 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 leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes
- Work with the leadership team, staff and governors to rigorously 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

Teaching and learning and Every Child Matters

The Head of School will:

- 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 children at Forster Park Primary School
- Ensure that the school actively works towards securing the 'Every Child Matters' agenda for all children
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording and reporting of children's progress
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning / working environment

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
- Manage effectively the day-to-day deployment and performance of all staff
- Support the Executive Headteacher in carrying out the requirements for Performance Management
- 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
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- 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 across the school

Efficient use of resources

The Head of School will:

- Work with the Executive Headteacher and the Governing body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money
- Monitor the budget and with the Executive Headteacher make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Executive Headteacher in securing additional and sufficient resources for the school.

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
- Work closely with the Executive Headteacher and with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship
- Provide information and support to the Executive Headteacher and to the Governing Body and advice 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 the Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgments made in evaluating the school's success
- Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning

Partnership

The Head of School will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between Rangefield and Forster Park Schools and the local community
- Develop and encourage an effective partnership with the community of Rangefield & Forster Park Schools drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively
- Encourage inter-school links and events of mutual benefit to Rangefield and Forster Park children
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals