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| **Westwood Primary School - Head of School – Job Description** |
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This post involves working at Westwood Primary School and also working as part of a collaboration with Clapgate Primary School. As part of the collaboration, there is a responsibility to the collaboration to be a member of the joint leadership team.

The main duties of this position will entail the following, many of which are carried out alongside the Executive Headteacher:

* Provide operational management of Westwood Primary School, ensuring the day-to-day running of the school is carried out efficiently and effectively
* Play a key role in promoting the schools vision, values and aims
* Play a key role in the strategic leadership of Westwood Primary School, ensuring increasingly effective teaching and learning
* Provide strategic leadership across the collaboration alongside the Executive Headteacher and other Head of School
* Be a member of, and contribute effectively to, the Governing Body and committee meetings
* Write the termly report to the governing body with the support of the Executive Headteacher
* Analyse pupil assessment data across school, and respond accordingly, identifying trends, strengths and areas to address, for the school and particular groups
* Lead pupil progress meetings
* Play a key role in the school’s self-evaluation process
* Play a key role in the school’s improvement planning process
* Manage and lead actions arising from the school improvement plan, including staff professional development, in order to drive forward school improvement
* Provide evidence around school provision and impact
* Manage staff performance
* Promote staff health and wellbeing
* Write and edit school documents
* Ensure that annual reports to parents are read and edited
* Ensure statutory requirements around national end of key stage assessments are met
* Review children’s attendance and punctuality
* Attend and contribute to leadership meetings
* Ensure effective SMSC and collective worship provision, leading assemblies
* Manage behaviour effectively
* Play a full and active role in safeguarding, including being a designated safeguarding lead
* Promote effective internal communications eg leading weekly briefings and effective and appropriate use of electronic communications
* Promote effective external communications with parents, including parent meetings, website, letters and social media
* Act as the senior point of contact with parents, including responding to questions, comments, concerns and complaints
* Establish and maintain effective links with the community and / or key stakeholders
* Lead and manage additional or different provision for individuals or groups of pupils where necessary
* Ensure compliance with school policies
* Work effectively and professionally with colleagues
* Seek innovative solutions and show initiative
* Contribute to effective recruitment, including induction
* Ensure that day-to-day financial management is effective and line manage the School Business Manager
* Ensure that day-to-day premises management is effective

**Job Title: Head of School**

**Location: Westwood Primary School**

**Pay Range: L15 – L21**

1. **Purpose of the job**

Under the leadership of the Executive Headteacher, provide effective management and organisation of Westwood Primary School, in seeking to achieve the highest standards of pupil achievement and school efficiency. To play a key role in assisting the Executive Headteacher to achieve the school’s vision, values and aims through:

* Reviewing and improving the policies through which they are to be achieved.
* Managing staff and resources effectively to ensure they are achieved.
* Monitoring and evaluating the school’s progress towards their achievement.
1. **The statutory requirements**

The appointment is subject to the current conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

 **3. Duties and responsibilities**

The Head of School may be required to undertake the following duties:

Whole school organisation, strategy and development

* Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
* Develop, implement and evaluate the school’s policies, practices and procedures.

Teaching

* Lead and manage teaching and learning throughout the school
* Teach.

Health, safety and discipline

* Promote the safety and well-being of pupils and staff.
* Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

* Lead, manage and develop the staff, including appraising and managing performance.
* Advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
* Organise and deploy resources within the school.
* Promote harmonious working relationships within the school.
* Maintain relationships with organisations representing teachers and other members of the staff.
* Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

* Promote the participation of staff in relevant continuing professional development.
* Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

* Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

* Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

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| **Head of School – person specification****Key:****App** – Application Form**Ref** – Reference**SP** – Selection process. This could include a range of exercises, including an interview. |
| **Knowledge, Experience and Skills** |
|  | Essential/Desirable | How identified |
| **Leadership and management** |  |  |
| Ability to build effective relationships with staff, parents, governors and other agencies | E | App/SP |
| Ability to line manage staff | E | App/SP |
| Ability to access, understand and use HR policies and procedures | E | App/SP |
| Ability to make and implement difficult decisions | E | App/SP |
| **Shaping the future** |  |  |
| Ability to implement an improvement plan and evaluate the impact | E | App/SP |
| Ability to work with and motivate teams and individuals to implement changes  | E | App/SP |
| **Leading teaching and learning** |  |  |
| Being an outstanding role model in all teaching standards | E | App/SP |
| Experience of creative and innovative in curriculum design | D | App/SP |
| Know how to use data to monitor pupil progress | E | App/SP |
| Knowledge of assessment tools to monitor teaching and learning | E | App/SP |
| Ability to identify effective interventions to ensure pupils maintain good progress  | E | App/SP |
| Ability to identify excellent classroom practice  | E | App/SP |
| Ability to provide accurate, constructive feedback to teachers to enable them to improve | E | App/SP |
| **Developing self and working with others** |  |  |
| Regularly reviews own practice and continually participates in quality CPD  | E | App/SP |
| Uses CPD to motivate, enthuse and develop staff | E | App/SP |
| Ability to plan and allocate/delegate work effectively | E | App/SP |
| Ability to coach and mentor staff | E | App/SP |
| **Managing the organisation** |  |  |
| Recruits and manages a range of school staff | E | App/SP |
| Manages the school’s environment in line with health and safety regulations | D | App/SP |
| **Securing accountability** |  |  |
| Holds people to account for what they have agreed to deliver | E | App/SP |
| Works effectively with the governing body to fulfil statutory duties | D | App/SP |
| Provides performance data to parents, governors and other external agencies | D | App/SP |
| **Strengthening the community** |  |  |
| Builds relationships with community groups, outside agencies and other schools  | E | App/SP |
| Promotes the school | D | App/SP |
| Works with parents and carers to improve pupil achievement  | E | App/SP |
| **Child protection** |  |  |
| Is aware and able to manage effective CP policies and procedures | E | App/SP |
| Ability to deal with sensitive issues in a supportive and effective manner | E | App/SP |
| **Qualifications and training and experience** |
| Qualified Teacher Status or other educational qualification | E | App/SP |
| A degree or management qualification | E | App/SP |
| Leadership training | D | App/SP |
| At least 8 years teaching experience | E | App |
| At least 3 years senior leadership experience | E | App |
| **Personal qualities and attributes** |
| Moral purpose  | E | App/SP |
| Respectful of adults and children | E | App/SP |
| Excellent communicator  | E | App/SP |
| Inspirational | E | App/SP |
| Creative  | E | App/SP |
| Resilient | E | App/SP |
| Positive | E | App/SP |
| Self motivated and able to motivate others | E | App/SP |
| Organised and efficient | E | App/SP |
| Puts the children at the heart of every decision | E | App/SP |
| Enthusiastic and optimistic | E | App/SP |
| Excellent problem solving/analytical skills | E | App/SP |
| Self awareness, knowledge of strengths and limitations | E | App/SP |
| Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosures or safeguarding concerns to a designated member of staff | E | App/SP |