**JOB DESCRIPTION**

**Job Title: Head of School**

**Position Reports To: Executive Head Teacher /CEO**

**Line Management of: Leadership Team & staff at The Ongar Academy**

**Purpose**

To creatively lead the school so that its students experience a high quality education and excellent standards of learning and achievement (outstanding provision).

The Head of School will aspire to excellence in the four domains of **The National Standards for Excellence for Head Teachers** (DfE 2015). These are indicated in italics below.

**RESPONSIBILITIES**

**1. Strategic direction and development of the school** *(1.1, 1.2, 1.3, 1.5, 1.6, 3.4)*

1.1 Provide inspiring and purposeful leadership for the staff and students.

1.2 To work in partnership with others to generate and uphold the ethos and values of the school.

1.3 To construct and implement a School Improvement Plan that will secure continuous school improvement.

1.4 To monitor, evaluate and review the progress of the school and use the outcomes to identify priorities and strategies for further development.

1.5 To ensure that management, finances, organisation and administration of the school supports its vision and aims.

1.6 To ensure that school policies and practices take account of national, local and school requirements and support the school to achieve its goals.

1.7 To contribute towards the development of the Trust.

**2. Achievement, Teaching and learning, and Behaviour** *(2.2, 2.3, 2.4, 3.2)*

2.1 Ensure that all students make good progress throughout the school in numeracy and literacy, in foundation subjects, and in their personal development.

2.2 To develop and maximise the impact of systems to track progress and direct effective interventions.

2.3 To develop a culture and systems which promote and secure effective learning and high standards of teaching.

2.4 To create a curriculum and assessment system that inspires students, which ensures that statutory requirements are met, and which supports the personal, social and moral development of students.

2.6 To put in place a system for monitoring and evaluation of all key parts of the school as part of a self-improving philosophy

2.7 Ensure good student behaviour and discipline, including the judicious use of exclusions.

2.8 To develop effective partnership with parents and the wider community to support and improve students’ achievement and personal development.

2.9 Promote extra-curricular activities in accordance with the educational aims of the school.

**3. Leading, managing and developing staff** *(2.6, 3.1, 3.3)*

3.1 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.

3.2 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

3.3 Develop leaders and leadership at all levels of the organisation

3.4 Ensure that a Deputy Head Teacher or suitable person assumes responsibility for the discharge of the Head of School’s function at any time when absent from school.

3.5 Develop constructive working relationships with Directors, Governing Body, staff, students, parents/carers and the community.

**4. Efficient and effective deployment of staff and resources** *(3.5)*

4.1 Work with the Executive Head Teacher, and senior colleagues to recruit and retain staff of the highest quality

4.2 Set, alongside the Chief Finance & Operations Officer, appropriate priorities for expenditure, allocation of funds and effective administration and control.

4.3 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

4.4 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students’ achievements, ensure efficiency and secure value for money.

**5. Accountability** *(2.6)*

5.1 Develop an organisation in which all staff feel valued and recognise that they are accountable for the success of the school.

5.2 Present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including Executive Head, Governing Body, local community, OFSTED and others to enable them to play their part effectively.

5.3 Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child’s learning and achieving the school’s targets for improvement.

5.4 Carry out any such duties as may be reasonably required by the Executive Head.

**6. Safeguarding Children and Safer Recruitment**

The Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**The job description will be reviewed with the post holder as appropriate through the Performance Management Process.**