**ALDERSLEY HIGH SCHOOL**

**APPOINTMENT OF HEAD OF SCHOOL**

**JOB DESCRIPTION**

**Post:** Head of School (Aldersley High School)

**Responsible to:** Executive Headteacher/CEO (Nicola Davis)

**Salary:** 26-29 (in the first instance)

**Purpose of role:** The Head of School will lead a school within our Trust, inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

**Description of role:** The Head of School will report to the Executive Principal.

They will:

* support the Executive Principal to set and review the school’s priorities and objectives, leading activity to ensure these are delivered.
* demonstrate exemplary leadership;
* develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent;
* determine and drive appropriate standards and targets to deliver improvement; and
* create an accountable, safe and positive learning environment in which diversity and co-operation are celebrated.

The post holder will carry out the duties of the Head of School in consultation, where appropriate, with the Executive Principal, Trust Board, governing body, school staff and its parents and carers. Specific duties and responsibilities are set out below

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| **JOB DESCRIPTION** | **ATTRIBUTES REQUIRED** |
| **A. Shaping the Future**  Critical to the role of Head of School is working with the Executive Principal and Trust Board to implement and develop a shared strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.    The Head of School, will provide visionary strategic leadership to ensure the Amethyst Academies Trust meets its objectives by:  a. working with the Executive Principal to implement the Trust’s strategic vision for the school  b. motivating others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals  c. translating the vision into agreed objectives and operational plans  d. use the Trust structure to maximise achievement | A1. Able to implement a coherent vision of excellence for the school and has the ability to work steadily towards this goal. (A, I)  A2. Proven experience of raising standards of achievement. (A, I)  A3. An inspirational leader currently operating as Deputy Principal/Vice Principal, able to motivate and empower all staff and students (I)  A4. Able to make difficult decisions and follow them through. (I)  A5. A determination to raise standards across the school and ability to do so effectively. (I)  A6. Has excellent oral and written communication skills and excellent listening skills. (A, I)  A7. Has experience of strategy formation and implementation in an appropriate school or other setting. (A, I) |
| **B. Leading Teaching and Learning**  To provide effective learning and teaching to enable our pupils to become effective, enthusiastic, independent learners, committed to life-long learning. This will be achieved through a broad and balanced curriculum, which develops the whole child and sets high expectations so that pupils achieve their maximum potential. The Head of School will utilise and further develop current strategic partnerships and also establish and develop new ones. | B1. Experience of establishing and developing a range of successful strategic partnerships (A, I)  B2. Substantial recent Deputy Principal/Vice Principal experience in an appropriate school or similar setting. (A, I)  B3. Has an extensive understanding of current and future secondary curriculum development. (I)  B4. Has in-depth knowledge of excellence in secondary teaching practice, including appropriate teaching and learning styles. (I)  B5. Substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership. (A, I)  B6. Can make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school. (I) |

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| **JOB DESCRIPTION** | **ATTRIBUTES REQUIRED** |
| **B. Leading Teaching and Learning (continued)**  The Head of School willlead Teaching and Learning/outcomes and standards, working with other leaders to:  a. ensures a continuous and consistent Trust -wide focus on pupils’ achievement, using data and benchmarks to monitor progress  b. establishes creative, responsive and effective approaches to learning and teaching  c. set high expectations and set stretching targets for each school community  d. monitor, evaluate and review school practice and promote improvement strategies  e. tackle under-performance at all levels  f. monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.  g. develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed | B7. Understands school self-evaluation and its link with school improvement and OFSTED inspection processes. (I)  B8. Able to lead, manage and develop a culture of high expectations and appropriate challenge lead by personal example. (I)  B9. Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches to enrich the cultural and sporting experiences of all pupils. (I)  B10. Is committed to personalised learning approaches, in order to ensure success for every child. (I)  B11. Has experience of monitoring practice to ensure that devolved responsibilities are being carried out in order to improve the quality of teaching and learning across the school (A, I) |
| **C. Developing Self and Working with Others**  To work with and through others, including our pupils, staff, Trust, governors, parents and other members of the community to build a professional learning environment, which enables all to achieve:  a. implement Trust policy to ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review  b. promotes and maintain a culture of high expectations for self and others  c. working with the Trust Board to ensure effective planning, allocation, support and evaluation of work of teams and individuals  d. regularly reviews own practice, set personal targets and take responsibility for own development  e. participates in the selection and appointment of the teaching and non-teaching staff of the school along with the Trust Board.  f. deploys and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.  g. delegate, as appropriate and agreed, specified duties of the head of school to the Vice Principals or other members of staff.  h. ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.  i. ensures that the teachers at the school receive the information they need to carry out their professional duties effectively.  j. Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers. | C1. Is a qualified teacher. (A)  C2. Is able to demonstrate evidence of own continuing professional development and is committed to learning, listening and reflecting. (A, I, R)  C3. Treats people fairly, equitably and with dignity to create and maintain a positive school culture. (I, R)  C4. Able to promote team and individual working as appropriate to fulfil school objectives. (I)  C5. Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement (I, R)  C6. Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for school improvement. (A, I, R) C7. Able to balance work and personal life and is considerate of the well-being of others. (I, R) |

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| **JOB DESCRIPTION** | **ATTRIBUTES REQUIRED** |
| **D. Managing and Leading the Organisation**  To provide effective organisation and management for the school, and alongside the Executive Principal and Trust Board, lead and seek ways of improving organisational structures and functions. Ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management. The organisation will be effectively led by:  a. ensuring the ongoing development of an organisational structure which reflects the Trust’s values and enables effective and efficient operations  b. ensure evidence-based improvement plans and policies promote continuous school improvement  c. with the Executive Principal and Trust Board, effectively strategically manage the Trust’s human, financial and physical resources  d. recruit, retain and deploy staff appropriately | D1. Able to plan strategically and operationally, allocate resources effectively and evaluate impact (I)  D2. Experience of working on and reviewing the performance of staff through rigorous appraisal and performance management systems. (I)  D3. Manage financial and human resources effectively and efficiently (A, I, R)  D4. Able to create and promote a positive and inclusive school ethos (I)  D5. Able to identify successes and failures, and positively embrace change to secure continuous school improvement. (I)  D6. Prepared to provide challenge to established ways of working in order to move the school forward. (A, I)  D7. Has experience of leading or participating in the implementation of school or national initiatives. (A, I) |
| **E. Securing Accountability**  The Head of School will have a professional responsibility to the whole school community. The Head of School is also legally and contractually accountable to the Trust Board for their school, its environment and all its work. Additionally, the Head of School is responsible for ensuring collective responsibility in order that all members of the school community accept they are accountable for the contribution they make to school outcomes. Accountability will be further strengthened by:  a. implementing the Trust ethos which enables everyone to work collaboratively  b. ensure individual staff accountabilities are clearly defined, understood, agreed and recorded  c. work with the governing body to enable it to meet its statutory responsibilities, including all safeguarding elements of provision.  d. ensure every individual child has access to high quality teaching and learning | E1. Ability to undertake robust school self-evaluation and use the outcomes to improve children’s achievements (A, I)  E2. Experience of establishing clear policies and practice throughout the school and implementing procedures to monitor and evaluate their impact. (I)  E3. Experience of presenting a clear account of the school’s performance to all members of the school community, including Governors, to enable others to fulfil their responsibilities. (I)  E4. Use of a range of evidence including performance data and external evaluations to improve aspects of school life including challenging poor performance (A, I)  E5. Understands the need to maintain a safe and healthy environment for all users of the school. (I) E6. Understands the Head of School’s responsibilities for safeguarding and equalities. (I) |

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| **F. Strengthening Community through Collaboration**  To engage with the internal and external school community, thus modelling the principles of equity and entitlement. To encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely. To ensure the school seeks creative ways to support the needs of its local community through Teaching and Learning. Community collaboration will therefore be strengthened by:  a. creating and promoting positive strategies for challenging racial and other prejudice  b. ensuring a range of community-based learning experiences  c. collaborating with other agencies to ensure pupil and community needs are met  d. using the Trust to promote community cohesion and the Trust framework to promote extended services and work with other partners. | F1. Experience of working collaboratively with other schools, agencies, the wider community, multi-faith communities and involving them in enriching the learning experience of pupils. (A, I)  F2. Ability to engage in a partnership with parents and carers, to enhance children’s enjoyment, wellbeing, achievement and personal development. (I)  F3. Experience of networking and collaboration with partners, including other schools, the LA, businesses and community organisations. (A, I, R) |

**Attributes measured by:**

A – Application

I – Interview

R – Reference

Signed: ……………………………………………………………….

Date: ………………………………………………………………….