

KWEST Multi Academy Trust

Head of School, Churchill Park Academy

Job Description

Responsible to the Executive Team and the Local Improvement Team.

General Description

To provide professional leadership and be responsible for the day-to-day efficient management of Churchill Park Academy, thus ensuring a high-quality education for all the pupils on roll.

The Head of School is responsible for managing the daily operation of the academy, the supervision of all pupils and staff, and the school premises. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Head of School will provide strategic leadership and hold overall accountability for direction, standards achieved and quality of teaching and learning.

Key Accountabilities

* Promote the vision, values and ethos to pupils, staff, governors (Learning Improvement Team), parents and the wider community.
* Motivate others to continue to promote a shared learning culture and positive climate through distribution of leadership through teams and individuals in the academy.
* Translate the vision into agreed objectives and operational plans for the Partnership and across each school.
* Lead teaching and learning/working through other leaders
* Drive a continuous and consistent focus on pupils’ achievement, using data and benchmarks to monitor progress.
* Establish creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development.
* Provide leadership to the curriculum planning process, designed and intended to assure the academy’s ability to provide a sound, relevant, and innovative educational experience for all children and young people.
* Monitor, evaluate and review practice and promote improvement strategies.
* Tackle under performance at all levels.
* Create a culture and ethos of challenge and support where all children and young people can achieve success and become engaged in their own learning.
* Show involvement in the daily life and activities of children and young people by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
* Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the academy.
* Lead the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of children and young people.
* Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development and performance review.
* Secure outstanding practice across the partnership.
* Promote and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own

development, seeking advice and support from other agencies.

Managing the Organisation

* Effectively manage the academy on a day to day basis.
* Work with the Executive Team to recruit, retain and deploy staff appropriately.
* Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the academy to achieve.
* Create an inspiring professional environment consistent with the academy’s values and aspirations.
* Provide effective organisation and management for the academy and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
* Work within the KWEST Finance policy to manage the academy’s financial resources effectively and efficiently to achieve the educational goals and priorities.
* Use and integrate a range of technologies effectively and efficiently to manage the schools.
* Manage and organise accommodation efficiently and effectively to ensure that the accommodation meets the needs of the curriculum and health and safety regulations.
* Review the impact of policies, priorities and targets of KWEST, and evaluate these with the Executive Team and the Local Improvement Team.
* Implement established policies and collaboratively review and make recommendations for change to the Local Improvement Team.
* Ensure evidence–based improvement plans promote continuous development linked to Academy Self Evaluation.
* Keep the Executive Team fully informed of any critical need, if it affects the smooth operation of the academy and the educational experience of the pupils.

Securing accountability

* Develop an ethos which enables everyone to work collaboratively.
* Ensure individual staff accountabilities are clearly defined, understood and communicated.
* Ensure compliance at every level with academy policies and procedures.
* Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment

Strengthening community

* Create and promote positive strategies for challenging racial and other prejudices.
* Ensure a range of community-based learning experiences.
* Collaborate with other agencies to ensure pupil and community needs are meet.
* Promote community cohesion
* Create and maintain effective relationships with parents to support and improve pupils’ achievements and personal development.
* Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.
* Continue to build an academy culture that takes account of the richness and diversity within the community.
* Actively promote the academy as a centre of excellence for education and families in the local community.

Data Protection

* To ensure that all responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.

Health and Safety

* To ensure compliance with the schools’ Health and Safety policies and the Health and Safety at Work Act (1974) in all premises.

Safeguarding

* To have due regard for safeguarding and promoting the welfare of the children and young people, and to follow the child protection procedures.
* Effectively supervise and provide pastoral care and support for the Designated Lead Person for safeguarding.

In addition, the Head of School performs and/or directs all other duties as, from time to time, may be assigned by the Executive Team