

**Head of School – Job Description**

**Responsible to the Chief Executive Officer**

General Description

The Head of School is responsible for managing the daily operation of the school, 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 work alongside the Chief Executive Officer (CEO) who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality.

Key Accountabilities

Culture and Vision

* Promote the vision, values and ethos to pupils, staff, governors, parents and the wider community.
* Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in each school and across the partnership.
* Translate the vision into agreed objectives and operational plans for the school.
* Work in partnership with other Trust schools.

Leading teaching and learning/working through other leaders to:

* 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.
* Provide leadership to the curriculum planning process, designed and intended to assure the school’s ability to provide a sound, relevant and innovative educational experience for all pupils.
* Monitor, evaluate and review the school’s practice and promote improvement strategies.
* Tackle under performance at all levels.
* Create a culture and ethos of challenge and support where all pupils can achieve and succeed and become engaged in their own learning.
* Show involvement in the daily life and activities of pupils 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 school.
* Lead daily acts of collective worship and provide for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

Developing self working with others

* Ensure the development of, and maintain effective strategies and procedures for all staff induction, professional development and performance review in order to secure outstanding practice.
* 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 school on a day to day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
* Work with the CEO 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 school to achieve.
* Create an inspiring professional environment consistent with the school’s values and aspirations.
* Provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
* Work within the school’s finance policy to manage the school’s financial resources effectively and efficiently to achieve the school’s educational goals and priorities.
* Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.
* Review the impact of policies, priorities and targets of the school and evaluate these with the CEO and Local Governing Body.
* Implement established school policies and collaboratively review and make recommendations for change to the Local Governing Body.
* Keep the CEO fully informed of any critical need, if it affects the smooth operation of the school 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 school 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 met.
* Use the Partnership to promote community cohesion and the Partnership framework to promote extended services and work with other parties.
* Create and maintain effective relationships with parents to support and improve pupils’ achievements and personal development.
* Develop effective links with other Trust schools, cluster schools and the community to extend the curriculum, enhance teaching and broaden learning opportunities.

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 school’s Health and Safety policies and the Health and Safety at Work Act (1974) in all premises and sites controlled by the school.

Safeguarding

To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the school.

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