**Job description:** Head of School, Lynch Hill Enterprise Academy

**Reporting to:** Executive Headteacher

**Salary**: Up to £80K

**Main purpose of the job:**

The Head of School will promote and support the vision and direction of Lynch Hill Enterprise Academy by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School at Lynch Hill Enterprise Academy will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Executive Headteacher has overall and strategic responsibility for Lynch Hill Enterprise Academy and will support and advise the Head of School as their line manager.

**Key responsibilities:**

The Head of School will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, resources and building so as to promote and secure the achievement and well-being of all children and adults. The Head of School will work with the Executive Headteacher, senior leaders and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Head of School will have a key part in ensuring the effective management of children’s behaviour by actively promoting good behaviour, supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher. The Head of School will consult, as appropriate, with the Governing Body, Slough & East Berkshire Multi Academy Trust, staff of the school, pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school’s success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Head of School will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

**Vision, direction and development**

The Head of School will:

* Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
* Work with the Executive Headteacher, Governing Body and other key stakeholders to ensure the school’s vision is clearly articulated, shared, understood and acted upon effectively by all.
* Demonstrate the school’s values in everyday work and practice.
* Work with the Executive Headteacher, senior leaders, staff and Governors to translate the strategic plan for the Trust into action plans that identify clear, achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
* Work with Executive Headteacher, senior leaders, staff and Governors to rigorously evaluate progress towards targets and outcomes.
* Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and Governors are involved in this process.
* Advise and support staff and Governors in policy development and implementation.
* Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
* Ensure that the school website and online communication tools are regularly updated and maintained to a high standard to promote Lynch Hill Enterprise Academy within the local, national and global community.

**Leading Teaching and learning**

The Head of School will:

* Ensure that learning is at the heart of strategic planning and resource management.
* Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Lynch Hill Enterprise Academy.
* Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
* Ensure that the curriculum and pastoral care of the school is appropriate to the children’s differing experiences, interests, aptitudes and backgrounds.
* Give priority to developing high quality teaching and learning across the school.
* Ensure the school environment, including each classroom environment, reflects and supports high quality learning.
* Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
* Ensure that a system for monitoring and developing the quality of teaching and learning is in place.
* With the Executive Headteacher, ensure that there is an effective system for assessing, recording and reporting of children’s progress.
* Maintain a consistent and continuous focus on children’s achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively.
* Demonstrate and articulate high expectations and set stretching targets for the whole school community.
* Encourage new developments in the curriculum and capitalise on local and national initiatives.
* Develop and implement effective policies for ensuring that children’s behaviour is appropriate and supportive to their own learning and the learning of others.
* Implement strategies that maintain high standards of behaviour and attendance.
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children.

**Leading and Managing Staff**

The Head of School will:

* Liaise with the Executive Headteacher and Governors in the recruitment and selection of teaching and support staff.
* In support of the Executive Headteacher act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
* Support the Executive Headteacher and Governors in creating and maintaining good working relationships amongst all members of the school community.
* Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
* Promote the highest standards of courtesy and mutual respect amongst all members of the school community.
* Regularly lead whole school assemblies.
* Ensure that all staff carry out their professional duties in accordance with their job description and within national guidance and regulations.
* Encourage and model initiative, team work and working in partnership.
* Develop and strengthen leadership, including middle leadership, across the school.
* Deputise for the Executive Headteacher at whole school events/meetings when required to do so.

**Efficient use of resources**

The Head of School will:

* Work with the Executive Headteacher and the Governing Body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans.
* Manage the agreed budget on a day-to-day basis, ensuring effective administration and value for money.
* Monitor the budget and with the Executive Headteacher and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.
* Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements.
* Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all.
* Support the Executive Headteacher in securing additional and sufficient resources for the school.

**Accountability**

The Head of School will:

* Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements.
* Work closely with the Executive Headteacher and with the Chair and members of the Governing Body as appropriate and build and sustain a positive working relationship.
* Provide information and support to the Executive Headteacher and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis.
* Work with the Executive Headteacher to ensure that the school staff and Governors collect, receive and use performance data to support school improvement and raised levels of achievement.
* Work with the Executive Headteacher to update regularly the self-evaluation form (SEF) for Ofsted, update the school improvement plan and collect evidence to support judgments made in evaluating the school’s success.
* Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents/carers informed about their child’s attainment and progress whilst outlining how they can contribute to supporting their child’s learning.

**Partnership**

The Head of School will:

* Develop and encourage working partnerships with parents and carers.
* Develop and encourage good relations between Lynch Hill Enterprise Academy and the wider school communities within and beyond the Slough & East Berkshire Multi Academy Trust.
* Develop and encourage an effective partnership with the community of schools within the Slough & East Berkshire Multi Academy Trust, drawing upon the strengths and expertise of all groups of staff and Governors, sharing information and ideas and working collaboratively.
* Encourage inter-school links and events of mutual benefit to Lynch Hill Enterprise Academy and the other schools within the Slough & East Berkshire Multi Academy Trust.
* Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.

Signed …………………………………………………. (Executive Headteacher) Date ……………………….

I acknowledge that I have seen and received a copy of the above job description.

Signed ………………………………………………… (Head of School) Date ……………………………………….