

TITLE OF POST:	Head of School
GRADE:	L22 – 26
PURPOSE OF POST:	To take lead responsibility for safeguarding and child protection across the school
TO START:	January 2024
TERM:	Interim of permanent will be considered. Full time
LINE MANAGER:	Trust Chief Executive
RESPONSIBLE FOR:	To provide leadership for, and management of, all staff and children

JOB DESCRIPTION

JOB PURPOSE SUMMARY:

The Head of School will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning within an inclusive environment. An ethos of high expectations with a nurturing and well-organized approach to pupil welfare is required. The overall purpose of the role is to ensure an outstanding quality of education for all pupils of Belmore Primary Academy, and to contribute to the standard of education across Middlesex Learning Partnership.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

To provide leadership for, and management of, all staff and children and specifically to be accountable for:

- Leading the creation of a positive culture throughout the school, reflecting the ethos and priorities of MLP
- Personal development and the safeguarding of pupils
- Teaching and learning
- Curriculum and assessment
- Staff development, support and performance
- Behaviour and attitudes

1. Leadership and Management

- Work closely with the chief executive to develop a strategic view for the school, analyse and plan for future needs, and further develop the school.
- Ensure that all staff recruitment is of the highest standard and that the best staff are attracted, selected and retained. This is supported by our central HR team.
- Ensure that the behaviour, attitude and approach of all staff contributes positively to the culture, ethos and priorities of the school.
- Instil an ethos of high expectations for all children.
- Lead and manage staff professional development and training.
- Working with the chief executive, formulate the strategic development priorities of the school and communicate these in the Self Evaluation Form and the School Improvement Plan.
- Maintain strong working relationships with parents, governors, colleagues across the Trust, external agencies and other stakeholders.
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

2. **Teaching, Learning and Assessment**

- Along with the SLT, lead and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress.
- Ensure regular assessments take place to monitor progress and set targets, and respond accordingly to the results of such monitoring.
- Maintain regular and productive communication with parents.
- Work closely and collaboratively with senior leaders across the Trust to share learning and contribute to our strategic direction..
- Provide information and analysis of data for the chief executive, SLT and governors.

3. **Culture and Ethos**

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is committed to achievement and to developing high aspirations
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

4. **Other Duties and Responsibilities**

- Promote high standards of personal professional conduct and integrity.
- Be aware of and comply with the Trust's policies and procedures.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend and participate in relevant meetings as required.

Other reasonable duties commensurate with the grade of the post as directed by the Chief Executive. The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post. The post holder will always be expected to work in accordance with the National Standards of Excellence for headteachers.

PERSON SPECIFICATION

No.	CATEGORIES	ESSENTIAL	ASSESSED BY APPLICATION FORM	ASSESSED BY INTERVIEW/TASK
QUALIFICATIONS				
1.	Degree educated	E	✓	
2.	Qualified Teacher Status	E	✓	
3.	NPQH or evidence of continuous professional development	E	✓	
4.	Qualified to teach and work in the UK	E	✓	
EXPERIENCE				
5.	Ability to develop a shared vision	E	✓	✓
6.	Successful experience of senior leadership in a school context,	E	✓	✓
7.	An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	E	✓	✓
8.	Proven experience in the analysis of performance data for the purpose of target setting and evaluation	E	✓	✓
9.	Experience of monitoring, and supporting the improvement of, the quality of teaching and learning	E	✓	✓
11.	Experience of the Ofsted Process	D	✓	✓
12.	Leadership in a pastoral/student personal development context, within a robust safeguarding culture	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Knowledge of the professional teaching standards	E	✓	✓
13.	Demonstrable ability to manage the process of change, to set culture, and to bring a diverse team with you	E	✓	✓
14.	Thorough knowledge and understanding of national priorities, current curriculum	E	✓	✓

	developments and an ability to design and implement an innovative curriculum based on students' needs			
18.	Demonstrable experience of adopting an emotionally intelligent approach and of using feedback to drive effective improvement in staff and teams	E	✓	✓
19.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	E	✓	✓
26.	Strong interpersonal, written and oral communication skills	E	✓	✓
PERSONAL QUALITIES				
20.	Personal resilience and perseverance	E		✓
21.	Positive and optimistic	E		✓
22.	A constant drive for improvement	E		✓
23.	Highly approachable, very grounded and makes sensible judgements	E		✓
24.	Relishes accountability and takes personal responsibility for their own actions	E		✓
EQUALITY, INCLUSION AND SAFEGUARDING ISSUES				
27.	Demonstrable understanding of and commitment to, equality issues and relevant legislation	E	✓	✓
28.	Demonstrable commitment to equality of opportunity and inclusive education	E	✓	✓
29.	Ability to develop an appropriate environment which ensures the safety of all users of the academy within a culture of robust safeguarding procedures	E	✓	✓

Finally, the following employment checks are required for this position:

- Satisfactory enhanced Disclosure and Barring Services Check
- Evidence of entitlement to work in the UK
- Evidence of essential qualifications in accordance with the person specification
- Two satisfactory references, one of which must be from your current or most recent employer
- Confirmation of medical fitness for employment

Safer Recruitment: Middlesex Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

We are strongly inclusive and are proud of the diversity of our school communities – students, families and staff. We want our workforce to reflect the diversity of the communities we serve and we welcome applications from candidates of all backgrounds, particularly those currently underrepresented in our workforce.

How to apply

To apply, please visit the Belmore Primary Academy website [here](#) where you can find further details about the position and the link to apply.