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| **St Martin’s Primary School**  **Job Description** | |
| Post Title: | **Head of School – St Martin’s Church of England Primary School** |
| Responsible to: | Executive Headteacher/Chief Executive Officer |
| Salary | (including Outer London Weighting) |
| Terms and Conditions | School Teachers Pay and Conditions |
| Key Areas of Responsibility | The Head of School is directly responsible for the day to day management of St Martin’s Primary School. The Head of School will work alongside the Chief Executive (CEO) to improve the quality of teaching and learning and outcomes for pupils in the school.  In addition to the core tasks, the Head of School will be willing to undertake specific tasks in the Trust and work with other Heads and senior members of the Trust.  Specifically, role will be:   1. To work with the Executive Headteacher to establish the vision and values which enable educational excellence 2. To develop highly effective leadership in the school 3. To ensure efficient management of all resources and services 4. To establish a vision with the Executive Headteacher which promotes excellence and success, developing effective partnerships with pupils, parent, the wider community and other key stakeholders 5. To lead and motivate the staff, setting clear goals and aspirations 6. To establish and monitor clear lines of accountability and responsibility 7. To establish clear performance measures for the federation and the staff 8. To ensure the effective day to day management of the school 9. To ensure excellent pastoral support and care for all pupils, staff and members of the community 10. To work with the Executive Headteacher and other Heads within the Frays Academy Trust to ensure that there is a consistent approach and the implementation of high standards |
| 1. Vision and values | 1. Work with the CEO to articulate clear vision and values for the school community. Work with the CEO in ensuring that the values of the Trust are embedded in the operational life of the school. 2. Work with all stakeholders in the school community to engage and develop the vision of the school as a growing school community. |
| 1. Leadership | 1. Coach and model excellent leadership behaviours 2. Develop leaders at all levels to ensure pupils make strong progress the school and in all subject areas 3. Carefully plan school improvement activities that develops staff at all levels and maximises skills and expertise 4. Ensure that there are effective lines of accountability in the school and that pupils make strong progress as a result of effective appraisal and professional development 5. Plan effectively for development of the curriculum as the school expands 6. Work with the Executive Headteacher to monitor the effectiveness of provision and the impact on pupil outcomes 7. Develop effective school improvement activities and develop the vision of the school in improving outcomes for pupils 8. Develop an effective model of succession planning where staff are empowered to take greater responsibility for pupil outcomes 9. Through regular appraisal, ensure all staff are enabled to meet the expectations of professional standards set in the school. 10. Through professional development opportunities across the school, appraisal and effective working relationships, enable all staff to make a greater impact on pupil outcomes |
| 1. Governance | 1. Work with and advise the Governing Body on the vision and the school development plan 2. Keep governors regularly informed about the progress of pupils and progress towards targets set in the school 3. Work alongside governors to secure strong governance in the school and take an active role in working with the Chair of the Governing Body to improve governance 4. Take an active role in governor development and recruitment |
| 1. Quality of teaching and learning | 1. Ensure that professional development is effective in improving the quality of teaching and learning across the school 2. Ensure that all support is well managed and developed in partnership with senior leaders in the Trust 3. Develop an ethos where staff are regularly reviewing and developing provision and where staff are keen to receive feedback and develop their own practice 4. Establish an enriched curriculum framework across the school, which inspires and motivates all pupils to achieve exceptionally well and is in line with the vision of the Trust 5. Monitor the effectiveness of the curriculum and its impact on pupil outcomes 6. Establish an ethos that enables pupils to develop confidence and resilience and which enables them to become engaged, aspirational learners 7. Establish high expectations for professional learning and behaviours across the school |
| 1. Communication | 1. Establish effective levels of communication with staff, governors, parents, wider community and the Trust 2. Develop effective systems and processes to improve the overall effectiveness of the school and the quality of education 3. Establish a strong reputation within the school community with all stakeholders |
| 1. Partnership | 1. Establish a strong partnership with all schools in the Trust and senior leaders 2. Provide opportunities to share effective practice 3. Ensure that staff attend relevant Trust training and development 4. Ensure that leaders moderate standards with other schools in the Trust following the cycle of monitoring and evaluation 5. Establish partnerships with schools outside the Trust and provide school to school support as directed by the Trust 6. Take an active role in the Frays Teaching School Alliance |
| 1. Manage resources effectively in the school | 1. Work with Trust leaders to establish a three year budget plan 2. Ensure that effective deployment and recruitment of staff helps all pupils to make strong progress 3. Ensure that curriculum resources are used effectively to support learning 4. Work with site staff to ensure that the physical environment is well maintained and is an inspirational learning environment |
| 1. Safeguarding | 1. Implement and monitor the Trust’s Safeguarding Policy, ensuring that all the statutory requirements are met and that the highest value is placed on pupil safety 2. To be responsible for ensuring compliance with the Trust’s statutory health and safety policies 3. To ensure compliance with the Equalities Act 2010. |
| 1. Christian Character | 1. Develop and improve the Christian character of the school to support all pupils in their educational and spiritual development 2. Implement and develop collective worship in the school |

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the CEO.

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| **Person Specification** | | | |
| **Area** | **Essential** | **Desirable** | **How assessed** |
| **Qualifications and Personal** | | | |
| Qualified Teacher Status | ✓ |  | Application |
| Degree or equivalent | ✓ |  | Application |
| NPQH |  | ✓ | Application |
| Evidence of other further professional development in preparation for senior management | ✓ |  | Application |
| Committed Christian |  | ✓ | Application |
| Sympathy with the ethos of a Church of England School | ✓ |  | Interview |
| **Experience** | | | |
| At least eight years successful teaching in the Primary year age range and a minimum of three years senior management experience | ✓ |  | Application |
| Successful experience as a Deputy or Assistant Head in improving outcomes of all pupils across the ability range. | ✓ |  | Application |
| Successful experience of the promotion of high standards of behaviour and safety and a positive ethos in a school. | ✓ |  | Application and interview |
| Successful experience of developing, monitoring and evaluating the curriculum so it is matched to pupil needs and leads to improved outcomes. | ✓ |  | Application and interview |
| Experience of working in collaboration with a group of schools or in a multi academy trust. |  | ✓ | Application |
| **Qualities and Knowledge** | | | |
| Ability to articulate values and moral purpose, focused on providing high quality education for all pupils. | ✓ |  | Application and interview |
| Demonstrates optimistic behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community. | ✓ |  | Application and interview |
| Lead by example with integrity, creativity, resilience and clarity drawing experience and expertise and skills of others. | ✓ |  | Interview |
| Understand the current educational landscape and development and pursue professional development. | ✓ |  | Application |
| Have a clear understanding of budget creation and monitoring. |  | ✓ | Application |
| **Pupils and Staff** | | | |
| Set high expectations for pupils and staff through effective levels of accountability | ✓ |  | Application and interview |
| Secure strong teaching and learning | ✓ |  | Application and interview |
| Create a supportive working ethos | ✓ |  | Application |
| Develop leaders through succession planning |  | ✓ | Application |
| **Systems and Processes** | | | |
| Systems and processes are effective in ensuring that the school is well organised and enables effective communication. |  | ✓ | Application |
| Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. | ✓ |  | Application and interview |
| Developing strong governance |  | ✓ | Application and interview |
| Effective in developing curriculum led planning that enables strong pupil outcomes | ✓ |  | Application |
| Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. | ✓ |  | Application and interview |
| **The self-improving school system** | | | |
| Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent outcomes for all pupils. |  | ✓ | Application |
| Develop effective relationships with professionals and colleagues in other public services to improve academic and social outcomes for all pupils. | ✓ |  | Application and interview |
| Challenge educational practices in the best interests of achieving excellence. | ✓ |  | Application and interview |
| Shape the quality of the teaching profession through high quality training and sustained professional development for all staff. | ✓ |  | Application |
| Model innovative approaches to school improvement and leadership. |  | ✓ | Application |
| Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education. | ✓ |  | Application and interview |