

**Rowdown Primary School**

**Job Description:** Head of School **Reports to:** Executive Headteacher

**Main purpose of the job:**

The Head of School will provide professional leadership and management for the school. They will effectively manage teaching and learning to establish a high quality educational experience for all pupils and will achieve high standards in all areas of the school’s work. The Head of School of Rowdown will be an ambassador for the school and the Trust and will promote and raise its profile in the wider community.

The Head must establish a culture that promotes excellence, equality and high expectations of all pupils, staff and stakeholders.

The Head, working with others, is responsible for evaluating the school’s performance, identifying priorities for continuous improvement and raising standards and ensuring equality of opportunity for all.

The Head will be accountable to the Executive Headteacher, local governing body and the Trust Board through reporting progress and performance of the school and ensuring it is managed and organised to meet its aims and targets

**Key Responsibilities**

* Create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school and wider community.
* Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils’ achievement and development (moral, physical, spiritual and social as well as academic).
* Day to day responsibility for systems, procedures, communications, organised events and resource deployment at Rowdown.
* Seek ways to improve educational and organisational effectiveness throughout the school.

**Leading Teaching and Learning**

The Head has a central responsibility for raising the quality of teaching and learning and for pupil’s achievement.

 Under the overall direction of the Executive Headteacher they will:

* Be responsible for academic progress, personal development and support of all pupils.
* Ensure that the curriculum is broad and balanced, is informed by current knowledge and best practice and provides entitlement for individual pupils, meeting their learning needs.
* Ensure that individual progress is regularly assessed, recorded and reported. Use this information to improve teaching and learning, to motivate pupils, inform parents and to aid the Academy Committee in their strategic oversight of the school.
* Ensure effective progression of pupil’s achievement is maximised through close working with school leaders, teachers and support staff.
* Monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under performance at all levels and ensure appropriate action.
* Ensure creativity, innovation and the use of appropriate new technologies.
* Implement strategies that secure high standards of behaviour and attendance.
* Ensure a strong commitment to inclusion and take a leading role in the development, organisation and implementation of policy for the personal and social development of pupils, including pastoral care and guidance.
* Provide guidance and support to staff to ensure that statutory and school policies are being followed.
* Provide a range of extra-curricular activities to engage all pupils.

**Managing the Organisation**

The Head provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation.

Under the overall direction of the Executive Headteacher they will:

* Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the school.
* Ensure that policies and practices take account of national and local circumstances and initiatives.
* Recruit, retain and deploy staff appropriately to achieve the vision and goals of the school.
* Ensure the school’s environment is managed effectively and efficiently to ensure it meets the need of the curriculum and health and safety regulations.
* Ensure that arrangements for safeguarding of pupils are in place.

**Leadership of self and others**

The Head must have effective relationships and communication skills. They are expected to treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture that enables all to achieve.

Under the overall direction of the Executive Headteacher they will:

* Provide dynamic, consistent and motivational leadership for all staff, ensuring the successful delivery of the vision, aims and objectives of the school.
* Set high standards and expectations for personal, pupil and staff behaviours and actions.
* Ensure that Performance Management and Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of teaching and learning.
* Develop a culture of sharing best practice across all teachers.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks.
* Recruit, induct and develop teaching and non-teaching staff, including arrangements for CPD.
* Regularly review own practice, set personal targets and take responsibility for own development, reflecting on personal contribution to school achievements and taking feedback from others.

**Accountability to the school community**

The Head has a responsibility to the whole school community and the Trust beyond that. In carrying out this responsibility, the Head is accountable to a wide range of groups, particularly pupils, staff, parents, carers, the Academy Committee and directors.

Under the overall direction of the Executive Headteacher they will:

* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including directors, governors, parents and carers.
* Work with the Trust Board and governing body to enable them to meet their responsibilities.
* Collaborate with other schools to share expertise and bring positive benefits to their own and other schools.
* Maintain a current knowledge of best education practice through collaboration and communication.
* Maintain and develop effective communications and links with parents and carers, providing positive responses to concerns and problems regarding their children’s educations and well-being.
* Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school.

*The Head will ensure that the school meets its commitment to safeguarding and the promotion of welfare for the children in its care by ensuring the relevant policies and procedures are in place, with regular monitoring, review and revision.*

*This job description does not constitute a complete description of duties. The Head of School shall carry out the professional duties of a school teacher as set out above but not restricted to them. The post-holder will be required to undertake other duties in keeping with their role as may reasonably be required by the Executive Headteacher.*