

THE EDUCATION ALLIANCE

JOB DESCRIPTION: South Hunsley Head of School

STATUS: Full time, permanent

RESPONSIBLE TO: CEO

JOB PURPOSE: As a key member of the Trust team the post holder will work closely with the CEO. The Head of School has a critical role in raising standards, both academic and pastoral, to ensure South Hunsley retains a reputation for outstanding education. As a member of the Trust team the Head of School must demonstrate loyalty, professionalism and high standards of integrity and confidentiality both within the school and wider community. The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes of a Headteacher of an outstanding school, having high aspirations for students and staff. Inspiring and influencing others, the post holder will believe in the fundamental importance of education in young people's lives, actively promoting the value of education within and beyond South Hunsley. With a passion for improving young people's life chances, the post holder will engage with students in an insightful, professional, skilful way, developing positive relationships built on respect, honesty and integrity.

Core Purpose

Key areas of responsibility include leading, motivating and managing staff and developing and improving standards of teaching and learning to:

- Provide strategic direction for the school with the CEO.
- Ensure the smooth day to day running of South Hunsley.
- Provide leadership and management which enables the school to give every student high quality education and which promotes the highest possible standards of achievement.
- Ensure personalised learning for all students and high standards and achievement in all areas of South Hunsley's work.
- Secure the long-term success and improvement of South Hunsley.
- Make a positive contribution to the Trust team and the Senior Leadership Team (SLT).

The Board of Directors and Local Governing Body will expect the Head of School to lead by personal example in demonstrating a full and professional commitment to excellence.

The post holder will work alongside the CEO, contributing to the ongoing development and delivery of South Hunsley's strategic vision and values whilst leading on operational day-to-day management. Responsible for the effective and efficient use of all allocated resources, ensuring that the contribution to the delivery of the strategic vision is maximised, the post holder is also responsible for the management and development of staff within the school, embracing at all times the Trust's commitment to safeguarding, equality and diversity.

Qualities and Knowledge

The post holder will hold and articulate clear values and moral purpose, focused on providing a world-class education for all students. Demonstrating a passion for teaching and learning, nurturing others whilst ensuring staff and students have a clarity of purpose and expectations, the

post holder will project positivity, developing and maintaining healthy, productive working relationships with a diverse range of stakeholders. Leading by example, the post holder will demonstrate integrity, creativity, resilience and clarity, drawing on their own (and others) knowledge and experience, skills and competencies.

Maintaining a wide and current knowledge and understanding of education and school systems locally, nationally and globally, pursuing continuous professional development and striving for continual improvement, the post holder will work with political and financial astuteness. Working within a clear set of principles centred on South Hunsley's vision and ethos, they will ably translate local and national policy into the school's context, communicating compellingly South Hunsley's vision, leading and empowering students and staff to excel.

Students and Staff

The Head of School will demand ambitious standards for all students, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes. Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, the post holder will ensure South Hunsley offers a rich curriculum of opportunities, enhancing students' well-being. Maintaining a culture of open classrooms, the post holder will ensure best practice is shared at South Hunsley, working across the Trust as required to share best practice with other schools, drawing on and conducting relevant research and robust data analysis. Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, the Head of School will encourage staff to hold themselves and others to account for the delivery of outstanding teaching and learning and associated outcomes.

The Head of School will encourage high aspirations in students, providing opportunities for them to learn and grow, developing a love for learning whilst holding them to account.

The Head of School will identify emerging talents, working with the teaching and learning team, the CEO, the SLT and the Trust team to ensure appropriate frameworks are in place to support, nurture and deploy talent effectively. The post holder will ensure effective, fair and transparent methods for succession planning are in place. The Head of School will also hold themselves and others to account for their professional conduct and practice, ensuring all staff at South Hunsley understand the expectations of the school and those specifically associated to their role/area of work.

Systems and Processes

Ensuring South Hunsley's systems, organisation and processes are efficient, effective and fit for purpose, the Head of School will uphold the principles of transparency, integrity and probity. Providing a safe, calm and well-ordered environment for all students and staff the post holder will ensure that there is a clear focus on safeguarding students and developing their exemplary behaviour in school and in the wider society. The Head of School will work with others to establish a rigorous, fair and transparent approach to managing the performance of all staff, addressing under-performance swiftly, clearly and supportively. The post holder will work with the Director of Finance and the CEO to exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of students; achievements and the sustainability of South Hunsley.

The Head of School will skilfully utilise a distributive leadership approach, forging teams with distinct roles, knowledge, skills, expertise and responsibilities, holding each other to account for their decision making and contributions.

Self-Improving School System

Working across the Trust as required and with external agencies and other schools, the post holder will embrace the concept of mutual challenge, championing best practice and securing excellent achievements for all students. Developing effective relationships with a diverse range of stakeholders, the Head of School will look to improve the academic and social outcomes for all

students in an innovative, collaborative way. The Head of School will work with the CEO, challenging the educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulation and self-improvement at South Hunsley. Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff, the post holder will work with the CEO, modelling innovative approaches to school improvement, leadership and governance.

Qualifications

Essential:

- Good honours degree
- Qualified teacher status
- Experience of working at a senior leadership level
- Commitment to continuing to learn and develop
- Completed a leadership/management course/qualification

Desirable:

- Membership of appropriate professional bodies
- Leadership qualification(s)
- SLE status
- Project management qualification/experience
- Hold NPQH

Skills

- Confident use of ICT.
- High level of communication skill, both written and oral, enabling them to persuade, influence, overcome barriers to understanding, deal effectively with complex, contentious and/or sensitive issues and deal with difficult conversations with empathy and sensitivity, whilst asserting as appropriate. Ability to build networks beyond South Hunsley.
- High standard of organisational skill, ensuring projects are properly planned, executed, monitored and evaluated and that tasks are achieved to a high standard to deadlines.
- High level of research skill; translating national and local changes into appropriate policies, pathways and approaches, ensuring other stakeholders are involved and knowledge is shared. Ability to undertake detailed analysis which may be multi-stranded, triangulating information to develop a more detailed perspective.
- Ability to translate a vision into reality with the use of excellent organisational skills and the ability to hold others to account, persuading and influencing others.
- Developing, implementing, driving through, monitoring and evaluating progress against the plan and ensuring appropriate interventions occur where required.
- Ability to facilitate multi-stranded projects, developing positive working relationships that enable a meaningful project plan to be developed and implemented.

Experience

- Proven track record of managing complex end to end projects, including budget management, resource and people allocation, assessment and management of risk and methods for accountability and escalation.
- Evidence of effective, value-adding senior leadership.
- Experience of whole school leadership and school improvement work.
- Experience of effective change management.
- A highly credible, skilled and effective classroom teacher, with experience of managing and leading staff and working with a diverse range of stakeholders (e.g. students, staff, parents, governors and external agencies), dealing with sensitive, contentious, difficult situations in an effective way.

Competencies and Personal Qualities

- Leading & Supervising (provides others with a clear direction; sets appropriate standards of behaviour; delegates work appropriately and fairly; motivates and empowers students and

staff; provides staff with development opportunities and coaching; recruits staff of a high calibre).

- Persuading & Influencing (makes a strong personal impression on students, parents and carers, staff and a diverse range of external stakeholders; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self or others; manages conflict; makes effective use of political processes to influence and persuade others).
- Formulating Strategies and Concepts (works strategically to realise organisational goals; sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation).
- Coping with Pressure & Setbacks (works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles criticism well and learns from it).
- Working with People (demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight such as an awareness of own strengths and weaknesses).
- Emotional intelligence, positivity and optimism.
- Flexibility.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the CEO appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

South Hunsley is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed:.....

Date:.....