

**Job Description: Head of School**

**Responsible to: Federation Executive Headteacher**

**Job Purpose**

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

**Professional Duties**

In line with the current pay and conditions agreement, it is the responsibility of the post holder to carry out the following professional duties:

Fulfil the general responsibilities of Head of School. This will include:

- Working with the Federation Executive Headteacher to provide vision, leadership and a clear direction for the school.
- Supporting the Federation Executive Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
- Supporting the Federation Executive Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, and increasing teachers' effectiveness.
- The day to day management and organisation of the school.
- Supporting the Federation Executive Headteacher in ensuring that financial management and administrative procedures in school support its vision and aims.
- Supporting the Federation Executive Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
- Supporting the Federation Executive Headteacher in the production, implementation, monitoring and review of policies adopted by the Federation Governing Body.
- Leading the development of the curriculum across the primary range to support and complement the skills and expertise of the Federation Executive Headteacher.
- Working with the Federation Executive Headteacher and governors to recruit staff of the highest quality.
- Supporting the Federation Executive Headteacher in the deployment, supervision and welfare of all staff.
- Supporting the Federation Executive Headteacher with the discipline and pastoral care of all pupils.

**Leadership team**

Leading meetings with senior colleagues and teaching and support staff, continuing to develop leadership experience through INSET, supporting the school self-evaluation and improvement programme.



### **Ethos of the school**

Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the school's culture and ethos.

### **Communication**

Ensuring open lines of communication, liaising with the Federation Executive Headteacher and relaying information to colleagues, meeting regularly with the Federation Executive Headteacher, leading the weekly staff meeting and creating newsletters and other information for parents/carers.

### **Standards**

Working alongside the Federation Executive Headteacher in monitoring the quality of teaching and learning across the school, analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met.

### **Teaching and Learning**

Maintaining personal expertise and sharing this with other teachers. Acting as a role model of outstanding practice for other teachers, modelling effective strategies with them. Monitoring and evaluating standards of teaching, identifying areas for improvement and planning and implementing strategies to improve teaching where needs are identified.

### **Performance management**

Fulfilling the role of Team Leader in the Performance Management process and supporting the professional development of the phase team leaders.

### **Continuing Professional Development**

Lead and oversee continuing professional development across the school in line with school improvement priorities.

### **Community**

Ensure that the school works closely in partnership with both the immediate and wider community by developing good home/school relationships and links with the local community.

### **Liaison**

Promote effective liaison with local cluster primary and secondary schools.  
Contribute towards the wider ethos and appeal of the school.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.