

Job Description



Christ the King College

Job Title: Head of School

Responsible to: The Executive Head and the Governing Body

Responsible for: The staff and students at Christ the King College

Conditions: The Governing Body of Christ the King College is your employer and your conditions of service are determined by the latest version of the School Teachers' Pay and Conditions Document and the Ethos Statement, Foundation Principles and Key Strategic Issues of Christ the King College.

Job Purpose:

The Head of School will promote the mission, vision and ethos of the College by providing day-to-day leadership that will enable it to build success and provide high quality education for its students. The Head of School leads and manages the College on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School is expected to understand the granular detail of school operation and outcomes.

The Head of School reports to the Executive Headteacher who, with the Governing Body, has overall strategic responsibility for Christ the King College.

The Head of School is required to carry out all duties professionally as detailed in the current School Teachers' Pay and Conditions document, in accordance with the Teachers' Standards, the Canon Law and the teachings of both the Catholic and Anglican Church. The Head of School will refer to the current National Standards for Excellence for Headteachers for guidance.

Key responsibilities:

Promoting the School Ethos and Vision and Shaping the Future

Working with the Executive Headteacher to:

- Develop and promote the Christian identity of the College and safeguard the teachings of the Church – ensuring Section 48 and SIAMS compliance.
- Ensure that the spiritual development of individuals is given clear focus and support through the religious education programme, prayer life and liturgy of the College.
- Provide professional leadership and management of the College promoting a secure foundation from which to achieve high standards in all areas of the College's work.
- Maintain a culture promoting excellence, equality and high expectations of students.
- Be accountable to the Governing Body providing vision, leadership and direction for the College, ensuring that it is managed and organised to meet its strategic plan, aims and targets.
- Lead on aspects of the College's strategic plan and ensure that the plan is being monitored regularly through devising a monitoring and evaluation schedule
- Monitor and evaluate the effectiveness of the College in realising its Christian mission

- Ensure the College promotes and safeguards the welfare of our students, enabling every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve personal well-being.

Leading and Learning and Teaching

The Head of School will:

- Set high expectations and challenging targets for students and staff.
- Establish creative, effective approaches to teaching and learning, responsive to the needs of the student community.
- Ensure a culture that supports and facilitates student engagement in and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action and report to the Executive Headteacher.
- Ensure a broad, balanced, differentiated and enriched curriculum that meets the needs and statutory requirements for students, which will also contribute positively towards their spiritual, social and emotional development.
- Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.
- Strengthen partnerships with parents/carers to support their children's learning and achievement.

Developing Self and Working with Others

The Head of School will:

- Act as a role model for the highest professional standards.
- Maintain a professional learning community that actively engages with other Catholic and Anglican schools and schools within the local community to build effective partnerships.
- Continue to develop a strong senior leadership team and foster succession planning.
- Ensure effective planning, co-ordination, support and evaluation leading to clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review of staff within a Christian community.
- Maintain job descriptions for staff that are consistent with their conditions of employment.
- Ensure all staff achieve an appropriate work/life balance.

Managing the Organisation

The Head of School will:

- Manage an organisational structure that reflects the College's mission and ethos and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensure that the College and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Manage the College's financial and human resources effectively and efficiently to achieve high quality teaching and learning as agreed by the Governing Body.
- Implement clear, evidence-based improvement plans and policies for the development of the College through consultation with staff and the Governing Body.
- Work with the Executive Headteacher to recruit and retain staff and deploy appropriately.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Securing Accountability

The Head of School will:

- Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibilities of outcomes.
- Provide information regularly to the Governing Body in meeting its responsibilities for the Christian character of the College, effective teaching and learning, high standards of achievement and efficiency and good value for money.
- Support the Governing Body to present clear and accurate accounts of College performance to a range of audiences.
- Ensure all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through the appraisal process.
- Optimise all avenues of communication to keep parents/carers and students informed about the curriculum, attainment and progress and college development/improvement plans.
- Work with the Executive Headteacher to self-evaluate the College using both Ofsted and both Catholic and Anglican Diocesan criteria to report on the College's performance, development and future planning.

Strengthening Community

The Head of School will:

- Maintain strong links with local Parishes and the wider Christian community, ensuring the ethos of the College is maintained.
- Co-operate and work with relevant agencies and partners to ensure the well-being of all students.
- Ensure learning experiences for students are linked and integrated with the wider community, locally and nationally.
- Ensure that the College culture and curriculum takes account of the richness and diversity of Island life and the College's diverse communities.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.
- Establish effective relationships with all stakeholders and partners.

Safeguarding and Promoting the Welfare of Students

Working with the Executive Headteacher to:

- Ensure a safe and supportive culture in the College community.
- Ensure the welfare of students is safeguarded and promoted in line with current best practice and Isle of Wight/Hampshire LA advice.
- Ensure a Designated Safeguarding Lead is in place within the College together with an appropriate number of Deputy Designated Leads
- Ensure rigorous safeguarding procedures and practices are in place and are understood by all members of the College community.
- Ensure safer recruitment policies and practices are embedded and reviewed regularly.