**TITLE OF POST: HEAD OF SCHOOL**

**JOB PURPOSE:** Reporting to the Executive Headteacher the post holder will provide effective operational leadership for St Michaels CE Primary School securing success and continuous improvement, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements, be responsible for day to day management of children, staff and buildings and contribute to the wider success of the Trust through membership of the Strategic Leadership Team. As a Church of England School, the Head of School will be required to uphold the ethos, vision and values within day-to-day working practices.

**RESPONSIBLE TO:** The Executive Headteacher

**ACCOUNTABILITIES:** To be met in accordance with the provisions of the School Teacher’s Pay and Conditions Document and within the range of teachers’ duties set out in that document and the National Standards for Headteacher

**Shaping the Future:**

In partnership with the Governing Body and Executive Headteacher, the Head of School will:

* Articulate and communicate a shared vision and translate the vision into clear objectives that promote and sustain school improvement
* Establish and implement a strategic plan
* Monitor and evaluate the effectiveness of the school
* Ensure that the school improves to the benefit of the pupils and wider community
* Motivate and inspire stakeholders to create a strong culture of learning within an inclusive environment
* Be responsible for producing regular headteacher reports for the governing body –initially alongside the Executive Headteacher and then individually

**Leading Teaching Learning and Assessment**

* Set high expectations and challenging targets for all pupils, monitoring effectiveness and evaluating outcomes
* Ensure all staff within the school focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
* Ensure the quality of teaching and learning is at the centre of strategic planning
* Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community
* Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning
* Implement approaches that develop children’s understanding of themselves as active learners
* Implement strategies to secure high standards of behaviour and attendance
* Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and ensuring corrective action
* To be a model of outstanding practice.
* Challenge underperformance at all levels

**Leading and Managing the Organisation**

* Work with the Executive Headteacher to develop and sustain an organisational structure which raises standards and ensures that the school functions effectively
* Setting appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with Trust policies
* Manage the school on a day to day basis ensuring the Trust policies, including those relating to safeguarding and health & safety are fully adhered to
* Working with the Executive Headteacher, governors and senior colleagues to recruit, induct and develop high quality staff
* Be responsible for the performance management of staff
* Managing, deploying and developing staff to secure the quality of education and pupils’ achievement
* Managing and monitoring use of resources in order to secure the quality of education and pupils’ achievement
* Ensuring best value deployment and use of human, financial and material
* Advise the Executive Headteacher, Trust and the Local Academy Committee on the performance, competency and capacity of staff
* Managing accommodation to ensure that it meets the needs of pupils, the curriculum and health and safety regulations
* Ensuring that best practice in regards to Safeguarding regulations.
* Make arrangements for the security and effective supervision of the school buildings, contents and grounds
* Undertake responsibility for promoting and safeguarding the welfare of children
* Regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards

**Developing Self and Others**

In partnership with the Executive Headteacher, the Head of School enables staff to develop their potential and achieve high standards by:

* Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities and partnerships
* Promote the highest standards of courtesy and mutual respect amongst all members of the school community
* Ensuring effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities
* Developing and maintaining effective strategies and procedures for the induction, professional development and performance review for all staff
* Encourage initiative, team work and working in partnership
* Setting high expectations for all and address underperformance using the relevant process and procedures to do so
* Acting as a role model for the highest professional standards
* Regularly self-evaluating, setting personal targets and taking responsibility for own personal professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community
* Ensuring both self and others achieve an appropriate work/life balance
* Building effective professional working relationships with all staff so as to motivate them and enable them to carry out their respective roles effectively

**Securing Accountability**

In partnership with the Executive Headteacher, the Head of School is accountable for the school and its work to a range of stakeholders, particularly pupils, parents, carers, and is accountable legally and contractually to the Governing Body. The Head of School exercises this accountability by:

* Using school self-evaluation processes, to report on both schools performance and development to inform future school improvement planning
* Provide suitable reports for and be present at all Local Academy Committee Meetings
* Providing information, advice and support to the governing body in meeting its responsibilities for the effective teaching and learning, standards of achievement, efficiency and value for money
* Keeping parents and pupils informed about the curriculum, attainment and progress and school improvement plans
* Liaising, in the best interests of pupils with support services and other agencies

**Strengthening Community**

* Co-operate and work with relevant agencies and partners to ensure the well-being of children.
* Build a culture and curriculum, within the context of the schools vision, which takes into account the richness and diversity of the local and wider communities
* Ensure learning experiences for pupils are linked and integrated with the wider community, local, national and global.
* Develop capacity through working across the cluster of schools within the Trust
* Build a school culture and curriculum that takes account of the richness and diversity of the schools’ communities within the Trust
* 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
* Manage effective relationships with all stakeholders and partners

**Safeguarding**

* Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are published as required
* Ensure all staff are fully trained and aware of their particular responsibilities
* Cooperate and work with relevant agencies to protect children

**National Standards for Headteachers**

The Head of School will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.