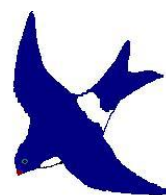


# South Hams Federation

Stokenham Area Primary School, Kingsbridge Community Primary School,  
Modbury Primary School, Loddiswell Primary School, Malborough with South Huish Primary School



<b>Job Title</b>	<b>Head of School</b>
<b>Location</b>	South Hams Federation – school to be confirmed
<b>Reporting to</b>	Executive Headteacher
<b>Effective date of JD</b>	19 <sup>th</sup> October 2020
<b>Salary range</b>	L4 – L8 – depending on experience

## Job Purpose including main duties and responsibilities:

In addition to the Conditions of Employment for Deputy Headteachers laid down in Part 10 of the School Teachers' Pay and Conditions Document 2008 (section 2, paragraphs 65 to 67)

To:

- provide the leadership and management which enables the School to give every pupil high quality education and which promotes the highest possible standards of achievement
- make a positive contribution to the Federation Leadership Team
- secure the long-term success of the School
- undertake a 0.2 teaching commitment modelling effective practice
- implement the School Improvement Plan that will ensure continuous school improvement by monitoring, evaluating and reviewing the impact policies, priorities and targets in practice, and taking action where required
- work in partnership with the Board of Governors, staff and parents supporting the ethos and values which underpin the school

## Key Accountabilities (all in conjunction with the Executive Headteacher and other Heads of School):

### 1. Creating the Future of the School

- a. Working under the direction of the Executive Headteacher to ensure the long term success of the school
- b. contribute to, and communicate, the School's shared vision which expresses core values and purpose
- c. Implement the vision through agreed objectives and operational plans
- d. motivate others to create a shared learning culture and positive climate

### 2. Leading Teaching and Learning in the School to:

- a. ensure a continuous and consistent School-wide focus on pupils' achievement, using data and benchmarks to monitor progress
- b. establish creative, responsive and effective approaches to learning and teaching
- c. set high expectations and set stretching targets for the whole school community
- d. monitor, evaluate and review school practice and promote improvement strategies
- e. tackle under-performance at all levels

3. **Working under the Direction of the Executive Headteacher to Develop Self and Others:**
  - a. develop and maintaining effective strategies and procedures for, staff induction, professional development and performance review
  - b. promote and maintain a culture of high expectations for self and others
  - c. ensure effective planning, allocation, support and evaluation of work of teams and individuals
  - d. regularly review own practice, set personal targets and take responsibility for own development
  
4. **Managing the Organisation**
  - a. ensure the smooth day-to-day running of the School or phase and report directly to the Executive Headteacher
  - b. liaise with Governors where appropriate
  - c. under the direction of the Executive Headteacher, recruit, retain and deploy staff appropriately within the School
  
5. **Securing Accountability**
  - a. contribute to, and articulate, a School ethos which enables everyone to work collaboratively
  - b. ensure individual staff accountabilities are clearly defined, understood and agreed within the School or phase
  - c. ensure every individual child has access to high quality teaching and learning
  
6. **Strengthening Community**
  - a. promote positive strategies for challenging racial and other prejudice
  - b. ensure a range of community-based learning experiences
  - c. collaborate with other agencies to ensure pupil and community needs are met

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Leadership	Yes		Application & Interview
Experience		Yes	Application
Practical Skills		Yes	Application
Communication	Yes		Interview
Personal Qualities	Yes		Interview
Strategic Thinking	Yes		Application & Interview
Technology / IT Skills		Yes	Application
Education and Training		Yes	Application
Equal Opportunities	Yes		Application & Interview

**Knowledge and understanding of:**

- statutory education frameworks
- ways to build, communicate and implement a shared vision
- strategic planning processes
- leading change, creativity and innovation
- new technologies, their use and impact
- strategies for communication, both within and beyond the school
- strategies for raising achievement and achieving excellence
- models of learning and teaching
- models of behaviour and attendance management
- curriculum design and management
- schools self evaluation process
- strategies to promote individual, team and organisational development
- building and sustaining a learning community
- the impact of change on organisation and individuals
- legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation
- the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- the wider curriculum, across the Federation and the opportunities it provides for pupils and the school community
- strategies which encourage parents and carers to support their children's learning

**Personal Qualities (Emotional Intelligence):**

- Self-awareness
  - Emotional self-awareness
  - Accurate self-assessment
  - Self-confidence
- Self-management
  - Emotional self control
  - Transparency
  - Adaptability
  - Achievement orientation
  - Initiative
  - Optimism
- Social awareness
  - Empathy
  - Organisational awareness
  - Service orientation
- Relationship management
  - Developing others
  - Inspirational leadership
  - Change catalyst
  - Influence
  - Conflict management
  - Team work and collaboration

- Approachable
- Excellent communicator
- Confident and competent
- Motivator and innovator
- Personal commitment to quality and excellence
- Able to work effectively and cooperatively between schools and with all stakeholders
- Able to negotiate effectively to further the School's objectives
- Committed to equal opportunities.

**Leadership Skills:**

- Ability to contribute to, and maintain a clear vision for the School and to lead others to plan and deliver it
- Leadership and management skills to improve and maintain the School's level of attainment and success
- Excellent classroom practitioner who can lead by example
- Ability to motivate students and staff
- Ability to review, monitor and evaluate progress and results
- Demonstrated ability to lead, coordinate and delegate
- Ability to manage change and work under pressure of changing circumstances

**Experience:**

- Evidence of successfully leading and sustaining educational initiatives

**Qualifications:**

- Qualified to degree level
- Qualified teacher status
- Evidence of CPD

**Signatures:**

**Job Description agreed by:**

**Executive Headteacher:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Job Holder :**\_\_\_\_\_ **Date:**\_\_\_\_\_