

## **LION ACADEMY TRUST – POST DEFINITION**

**JOB DESCRIPTION: HEAD OF SCHOOL**

**PAY RANGE: DEPENDENT ON EXPERIENCE**

**TERMS OF EMPLOYMENT: Permanent**

## **RESPONSIBLE TO: EXECUTIVE HEAD OF SCHOOL AND DIRECTOR OF SCHOOLS**

The particular duties assigned to this post are set out in the most recent School Teachers Pay and Conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school or the Lion Academy Trust partnership of schools. Variations in the duties of Head of School are common occurrences and cannot in themselves justify a re-grading of the post.

As Head Teacher within The Lion Academy Trust, you will be required to undertake duties and responsibilities associated with Lion Academy Trust Schools.

### **CORE DUTIES:**

This job description is subject to the general conditions of service for a Head Teacher as set out in the most recent School Teachers Pay and Condition Document 2018.

The key purpose is to deliver the agreed processes and policies of the Lion Academy Trust and to maintain outstanding outcomes for pupils across the school.

### **SHAPING THE FUTURE**

The Head Teacher will work closely with the Trust's Executive Team and Director of Schools to:

- Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole school community to the vision and direction of the Lion Academy Trust
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including PAB members, the local community, Ofsted and others, to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, PAB members, parents and carers.
- Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short-term objectives to secure outstanding school improvement.
- Motivate all concerned with the school to create a shared culture and positive climate.
- Continue to place the Lion Academy Trust School at the heart of its community by attending events throughout the year, engaging in activities that will promote the Lion Academy Trust School within the community.

## STRATEGIC DIRECTION AND DEVELOPMENT

- Work with the Executive Head Teacher and the Trust Executive Team to develop the strategic view for the partnership and to analyse and plan for future needs and further development of the school.
- Ensure that the management, organisation and administration of the school support the vision and aims of the school.
- Monitor, evaluate and review the effect of policies, priorities and targets of the school.

## LEADING & MANAGING

- Lead, motivate, support, challenge and develop staff to secure outstanding outcomes for all pupils.
- Secure and sustain outstanding teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement.
- Motivate and enable staff to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to student achievement and personal professional development.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils, parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Take a lead in the arrangements for appraisal/performance management of the Lion Academy Trust school staff and in the setting of appropriate objectives and take responsibility for promoting your own professional development.

## Efficient and effective development of staff and resources in line with the Lion Academy Trust's strategic plans and financial contexts

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Advise the Trust's Executive Team on appropriate priorities for expenditure, and ensure effective administration and control.

## ACCOUNTABILITY

- Be accountable to the Trust's Executive Team and PAB for the efficiency, financial process, statutory expectations and effectiveness of the school
- Provide information, objective advice and support to the Trust's Executive Team and PAB to enable responsibilities for securing effective teaching and learning and improved standards of achievement to be met.

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including parents, PAB Members, the local community, Ofsted and the Trust's Executive Team, to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the Trust's Executive Team and PAB.
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Trust's Executive Team and PAB.
- Monitor and evaluate the school improvement plan reporting regularly to the Trust's Executive Team and PAB.
- Provide any local, school and national data required by the Trust's Executive Team, the PAB or the Lion Academy Trust.
- To think creatively and imaginatively about the school's development, to anticipate and resolve problems and to identify opportunities that will benefit students.

***This Head of School job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.***

***There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. Please be mindful that this role can be subject to review by the Lion Academy Trust or you at any appropriate time in consultation with you.***

***This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.***

***This is not a common occurrence and would not justify a reconsideration of the grading of the post.***

Appointed Candidates Name: \_\_\_\_\_

(Print) Date of Appointment: \_\_\_\_\_

Signature of Appointee: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this job description you are agreeing to its content and context at the date of signing.

## HEAD TEACHER – PERSON SPECIFICATION

The post holder will be required to safeguard and promote the welfare of children and young people.

### A. QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
<ul style="list-style-type: none"> <li>• Degree</li> </ul>
<ul style="list-style-type: none"> <li>• Meets the requirements re: the National Professional Qualification for Headship for first substantive headship</li> </ul>
Professional Development: <ul style="list-style-type: none"> <li>• Professional Development in preparation for Headship</li> <li>• Has successfully undertaken NCSL/CWDC-approved 'safer recruitment' training</li> </ul>
Other training:
<ul style="list-style-type: none"> <li>• Experience as a Head Teacher, Acting Head Teacher, Deputy Head Teacher or Assistant Head Teacher</li> </ul>
<ul style="list-style-type: none"> <li>• A proven track record of successful senior leadership and school improvement in the primary phase</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management</li> </ul>
Teaching Experience <ul style="list-style-type: none"> <li>• Successful teaching experience in a primary school</li> </ul>

### B. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

<b>1. Shaping the Future</b>
<ul style="list-style-type: none"> <li>• Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation</li> <li>• The ability to work productively in partnership with the Parental Advisory Body and Executive Head Teacher in driving school improvement and realising the vision and ethos of this Lion Academy Trust School</li> </ul>
<b>2. Leading Learning and Teaching</b>
<ul style="list-style-type: none"> <li>• The principles and practice of effective learning and teaching in line with the Lion Academy Trust vision</li> <li>• A relentless pursuit of excellence and innovation in improving the quality of learning and teaching, including challenging poor performance</li> <li>• Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every student</li> <li>• Embracing new technologies to enhance and continually develop teaching practice.</li> <li>• Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being</li> <li>• The principles and practice of high quality personal, spiritual, moral, social and cultural education</li> <li>• The principles and practice of high quality personal, social and health education</li> </ul>
<b>3. Developing Self and Working with Others</b>
<ul style="list-style-type: none"> <li>• The significance of interpersonal relationships and strategies for promoting individual and team development</li> <li>• Promoting an open, fair and equitable culture consistent with a Lion Academy Trust School ethos</li> <li>• The ability to develop a sustainable leadership culture including the positive promotion of excellence</li> <li>• The ability to challenge, support, motivate and improve teaching and learning within the school</li> <li>• The relationships between self evaluation, appraisal and continuing professional development</li> <li>• The impact of change and different leadership styles on individuals and organisations</li> <li>• The importance of partnership working and accepting appropriate support from others, including colleagues</li> </ul>

- PAB members and external agencies
- The role of collaboration and networking within the trust and beyond the school

#### 4. Managing the organisation

- Principles, strategies and practice of school improvement and self evaluation in fulfilling the ethos and expectations of the Lion Academy Trust
- Distribution, delegation and challenge of leadership responsibilities and management tasks as appropriate, and monitoring their effectiveness, impact and implementation
- Sustaining the effective Lion Academy Trust organisational structures, systems, policy and practice to reflect the individual school's and trust values
- Managing the school efficiently and effectively on a day-to-day basis
- Using informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda
- Ensuring that the school meets all statutory and best practise guidance in relation to premises management and health and safety

#### 5. Securing Accountability

- Principles and practice of the trust quality assurance systems, including school review, self-evaluation and appraisal
- Responsible for the school's systems and processes in following the trust's financial regulations and ensuring value for money and best value in all aspects of the school's work
- An understanding of the Ofsted framework, of what characterises an outstanding school and a relentless focus on excellence
- Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance
- Stakeholder and community, including students and parents, engagement in, and accountability for, school self evaluation and the success and celebration of its performance
- Individual, team and whole school accountability for student learning outcomes
- Using the school budget effectively to ensure that the premises provide outstanding environment and facilities to support outstanding learning.

#### 6. Strengthening Community

- Listening to, reflecting and acting on community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning
- Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all Lion Academy Trust School students.
- Commitment to attending all Academy Trust School events and functions and to representing Lion Academy Trust School at Community events throughout the year

### C PERSONAL SKILLS AND ATTRIBUTES

The ability to:

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| • | Respect the dignity of each person  |
| • | Inspire, challenge, motivate and empower teams and individuals to achieve   |
| • | Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people |
| • | Build and maintain quality relationships through interpersonal skills and effective communication                               |
| • | Demonstrate personal and professional integrity, including modelling values and vision  |
| • | Manage and resolve conflict   |
| • | Prioritise, plan and organise self and others   |
| • | Think analytically and creatively and demonstrate initiative in solving problems  |
| • | Ability to form and maintain appropriate relationships and personal boundaries with children                                    |
| • | Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline    |