



## Head of School Job Description

**Pay Range:** Leadership Scale 5 – 9

**Responsible to:** Executive Headteacher

### Purpose of role:

- Deputise for the Executive Headteacher when she is not on the school site, in order to secure the safe and successful operation of the academy.
- Support the Executive Headteacher in securing the continued improvement and success of the academy
- Develop and maintain strong links with parents and, with the Executive Headteacher, the wider community to sustain their involvement in all aspects of learning at the academy
- Model excellence and high aspirations by example at all times

### Main responsibilities:

#### Leadership & Management

- Ensure the academy's values and vision are clearly articulated, understood and become embedded in everyday work and practice
- Contribute to the school self-evaluation process and play a major role in developing the academy improvement plan
- Take the lead role in developing and implementing agreed aspects of the academy improvement plan.
- Communicate well with all stakeholders to secure further success in the academy
- Support the events and activities which involve students, families and communities beyond the school day
- Contribute towards promoting the Christian ethos of the academy and the Diocese of Norwich Education and Academies Trust (DNEAT)
- Be the Senior Designated Professional for Safeguarding in Education in the academy, alongside the Executive Headteacher
- Report to the Executive Headteacher regularly and attend governor meetings when required
- Prepare reports on standards using Pixl and half termly data drops for Executive Headteacher and outside agencies

#### Teaching & Learning

- Carry out the duties of a school teacher as set out in *School Teachers' Pay and Conditions Document 2014* (or as updated or amended in the future) and *Teacher Standards (2012)*. This includes any duties as may be reasonably directed by the Executive Headteacher.
- Be an outstanding practitioner and role model for our creative approach for learning & teaching
- Support the Executive Headteacher in holding staff to account for the progress of pupils
- Raise the quality of teaching, improve pupils' achievements and increase pupil progress by setting high expectations, monitoring the impact of intervention and evaluating the effectiveness of learning outcomes
- Establish creative and effective approaches to learning & teaching in all areas of the curriculum
- Alongside all staff in the school, be pro-actively involved in working as part of a team to develop areas of provision that impact positively on learning and teaching across the school
- Provide support to improve the practice of individual teacher where required
- Establish an educational culture of 'open classroom' as a basis for sharing best practice within and between the academies
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support one another
- Implement strategies which ensure the highest standards of behaviour and attendance
- Teach a class

## **Performance Management**

- Take the lead in the performance management of identified staff as agreed with the Executive Headteacher
- Manage and review supports plans, feeding back to Executive Head
- Support the Headteacher in ensuring that staff CPD needs are identified and supported
- Develop and lead CPD linked to areas in the academy improvement plan
- Develop and maintain a culture of high expectations for self and others

## **Managing systems**

- Work alongside the other academy Head of School in the federation to develop or maintain systems that ensure all events, activities and day-to-day management runs smoothly and efficiently
- Deal with complaint in line with complaints and behaviour policy
- Ensure effective communication and teamwork
- Provide a safe, calm and well-ordered environment for all pupils and staff; focused on safeguarding pupils as well as the health and safety of everyone on the academy site.
- Develop effective relationships with fellow professionals and other colleagues in other public services to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspire and influence others to promote the value of education

## **Strengthening Community**

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievements and personal development
- Contribute to the wider Diocese of Norwich Education and Academies Trust (DNEAT) community through sharing good practice and involvement in Trust-wide activities
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils

*Not all of the above duties will need to be performed all of the time and will vary according to the needs of the federation at different times.*