

# Stenbury Federation

## Head of School - Job Description

**Salary:** Leadership Scale

**Line management:** The Head of School is directly responsible to the Executive Headteacher

### **Main purpose of the job**

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*
- Under the overall direction of the Executive Headteacher:
  - proactively manage staff and resources
- Take full responsibility in the absence of the Executive Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school and federation

### **Duties and responsibilities**

#### **Shaping the future**

- In partnership with the Executive Headteacher and Governors establish and implement an ambitious vision and ethos for the future of the school and federation
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Executive Headteacher manage school and federation resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Executive Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school and federation community where all views are valued and taken in to account

#### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school and federation community
- Work with the Executive Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Work in partnership with the Executive Headteacher to develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Executive Headteacher in managing the school and federation through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Executive Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school and federation, including lesson observations to ensure consistency and quality
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

#### **Developing self and others**

- Support the development of collaborative approaches to learning within the federation and beyond

- Organise and support the induction of staff new to the federation and those being trained within the federation
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the federation in the absence of the Executive Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Executive Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with development plans and performance management
- Lead the annual appraisal process for all identified support and teaching staff

### **Managing the organisation**

- Lead regular reviews of all systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Executive Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the federation
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school and federation including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Executive Headteacher

### **Securing accountability**

- Lead and support the staff and Governing Body in fulfilling their responsibilities with regard to the school and federation's performance and standards
- Support the Executive Headteacher in reporting the school and federation's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school and federation

### **Strengthening community**

- Work with the Executive Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the federation offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school and federation life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies.

Signed

(Executive Headteacher)

Date

I acknowledge that I have seen and received a copy of the above job description

Signed

..... (Member of staff)

Date

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*This job description may be amended at any time following discussion between the Executive Headteacher and member of staff, and will be reviewed annually as part of the teacher appraisal process.*