

## Job Description

**Job Title:** Head of School

**Salary:** L1- L5

**Contract Type:** Permanent, Full-Time

**Purpose:**

To secure outstanding outcomes for all pupils in the school by providing the day-to-day leadership of a single school. The Head of School will promote and support the vision and direction of Derby Diocesan Academy Trust, Local Governing Body and the Executive Headteacher.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job.

### Main Duties / Responsibilities

#### LEADERSHIP

- Accountable for ensuring the vision of the Executive Headteacher, Governing Body and Derby Diocesan Academy Trust is implemented and embedded effectively within the school.
- Accountable for the effective day-to-day leadership, management and internal organisation of the school.
- To uphold, fully support and actively promote the Christian characteristics of the school and ensure these values permeate through the life of the school.
- Effectively complete the requirements for performance management of staff.
- Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.
- Liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff in line with safer recruitment practices
- Actively encourage staff to undertake CPD courses that benefit the individual and school.
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community.
- Work with the Executive Headteacher to manage the school's delegated budget in line with the school's financial procedure, school improvement plan and strategic vision. Ensure that effective learning is at the centre of all strategic planning and resource management.
- Work with the Executive Headteacher in the effective and efficient use of existing resources, and the securing of additional resources, for the school.
- Ensuring all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students.
- Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated. As Designated Safeguarding Lead (DSL), co-

operate and collaborate with agencies to protect and safeguard children, and to provide for the wellbeing of all pupils as well as, where necessary, their parents.

- Assist members of the local school community in organising events to ensure the school has a positive reputation within the community.
- Undertake any relevant professional duties delegated by the Executive Headteacher.

#### LEADING TEACHING AND LEARNING

- Accountable for leading on teaching and learning across the school, promoting high quality learning opportunities and the highest possible outcomes for children.
- Develop a safe and productive learning environment which is engaging for all pupils.
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
- Ensure that all children make optimal progress even where there are barriers to learning, through excellent systems and provision for all.
- Consistently monitor the school's performance, e.g. attainment, to ensure problem areas are addressed quickly. Ensure that there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes.
- Closely monitor, evaluate and review classroom practices and, based on findings, implement improved strategies.
- Give constructive feedback to colleagues in a way that recognises good practice and supports their progress against professional and performance management objectives, ultimately resulting in a tangible impact on pupils' learning.
- Challenge and monitor under-performance at all levels, including teaching and learning, ensuring effective intervention where required.
- Develop pupil's academic, moral, social, emotional and cultural welfare.
- Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.
- Ensure parents and pupils are well informed about the curriculum, attainment and progress, and about how they can contribute to the academy's targets for improvement.

#### GENERAL DUTIES

- Understands, accepts and follows the School's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults.
- To report all matters of concern in line with the School's procedures.
- To undertake a teaching commitment at a level consistent with the needs of the School and the demands of the post.

## **Person Specification**

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have an Honour's Degree in a relevant subject.</li> <li>• Be willing to undertake further training.</li> <li>• Have qualified teacher status.</li> <li>• Provide evidence of professional development relevant to the post of headteacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant postgraduate professional qualification.</li> </ul>
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate a clear understanding of the curriculum across EYFS / KS1 / KS2.</li> <li>• Show an understanding of relevant legislation and educational developments.</li> <li>• Show how assessment and attainment information can be used to improve practice and raise standards.</li> <li>• Understand different teaching methods, and how teaching should be adapted to cater for different pupils' needs.</li> <li>• Indicate how to develop and enhance the teaching practice of others.</li> <li>• Demonstrate effective intervention strategies to improve the quality of teaching and learning.</li> <li>• Demonstrate experience of working as part of a team.</li> <li>• Uphold, fully support and actively promote the Christian characteristics of the school and ensure these values permeate through the life of the school.</li> <li>• Understanding of and commitment to promoting safeguarding of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to show how resources can be managed and deployed effectively.</li> <li>• First aid skills.</li> <li>• Understanding of the importance of parental involvement.</li> <li>• Experience working with children who have special educational needs and disabilities.</li> <li>• Experience working with children who demonstrate challenging behaviour.</li> <li>• Experience working with children who speak English as an additional language.</li> </ul>

<p><b>Personal qualities</b></p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• An enhanced DBS certificate and barred list check.</li> <li>• A good attendance and punctuality record.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation.</li> <li>• High expectations of self and professional standards.</li> <li>• A commitment to CPD.</li> <li>• Enthusiasm for effective leadership and management.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• The ability to motivate others and lead their practices.</li> <li>• The ability to plan and resource effective interventions to meet curricular objectives.</li> <li>• High levels of drive, energy and integrity.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Dedicated to promoting their own professional development, and that of others.</li> <li>• Able to promote good behaviour consistently.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Enthusiastic and positive.</li> <li>• Able to anticipate and manage their workload and to plan ahead.</li> <li>• Able to develop effective relationships with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence.</li> <li>• Ability to relate well to other professionals.</li> <li>• A flexible approach.</li> <li>• A good sense of humour.</li> <li>• Experience of building relationships with local communities and agencies.</li> </ul>
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