



Job Description

Summary of Main Duties / Responsibilities

Job Title: Head of School

Accountable to: Executive Headteacher

Main Purpose: To secure outstanding outcomes for all pupils in the Federation by providing the day to day leadership of a single school. The Head of School will support the Executive Head and promote and support the vision and direction of the Federation.

The Head of School will:

- Undertake the responsibilities of a class teacher as outlined in the latest School Teachers' Pay and Conditions Document.
- Work as part of the senior leadership team across the Federation and undertake any relevant duties delegated by the Executive Headteacher.
- Play a major role formulating and reviewing the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement

Main duties / responsibilities:

The specific nature and balance of these responsibilities may vary according to the needs of the school at a particular time.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the schools' class teacher job description.
- To be responsible for teaching across a key stage.

Leadership of the school

- To be accountable for the effective day to day leadership, management and internal organisation of the school.
- To support and develop the Christian ethos, values and overall purpose of the school.
- To implement the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- To formulate and implement the aims and objectives of the school and its policies.
- To contribute to school improvement, self- evaluation and inspection processes.
- To be accountable for following and supporting Safeguarding procedures in line with policies and guidance.
- To work alongside the Federation's Governing Body.
- To liaise with the Executive Head and Governing Body in the recruitment and selection of teaching and support staff.
- To be responsible for the line management of school staff.

- To participate in arrangements for the appraisal of the performance of teachers.
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To provide professional advice and support and to identify training needs of all staff.

Teaching and learning

- To be accountable for leading on teaching and learning across the setting, promoting high quality learning opportunities and the highest possible outcomes for children.
- To ensure that all children have access to a broad, balanced and rich curriculum which meets the statutory requirements of the National Curriculum.
- To ensure that all pupils make the best possible progress, regardless of their starting points.
- To ensure that the individual needs of all learners and groups are met, developing, implementing and monitoring effective provision.
- To ensure there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes.

Pupil Care

To work alongside the Executive Head on:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
- The safeguarding of all pupils including taking the role of Deputy/DSL.
- The effective induction of pupils and determination of appropriate pupil groupings.
- The promotion among pupils of high standards of conduct/discipline and proper regard for our Christian Vision and Values and of British Values.
- The development of a culture of independent learning.
- The handling of individual disciplinary cases

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the Church, community, local organisations and employers.