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Head of School Job Description

**Leadership Spine**

*Pay may be negotiable for an*

*exceptional and outstanding*

*candidate*

**The Head of School will work with the Executive Headteacher & CEO of the Trust, providing high quality professional leadership, ensuring the highest standards of teaching, learning & achievement; to create & maintain a school characterised by continuous improvement & success, & a high standard of education for all.**

**Purpose of the Role**

* Implement the vision of The Island Learning Trust, providing effective leadership for

a member Academy, inspiring, motivating those engaged in the activities of teaching & learning

* Create & maintain a culture of continuous improvement, ensuring a high standard of education for all
* Represent the Academy & act as an advocate for its mission & values, forming & developing effective partnerships within & beyond the Trust
* Promote & model the Academy mission, vision & values & successfully implement the Board of Trustees’ policies
* Create a learning environment in which the resources of the Academy are effectively managed to secure the achievement of both children & staff
* Day-to-day management of children, staff, resources & buildings
* Contribute to the wider success of the Trust through membership of the Senior Leadership Team.

**Key accountabilities**

* Work with the TILT Board of Trustees & the LGB to develop & communicate a clear strategic vision for the successful development of the Academy
* Motivate & empower others to carry this vision forward
* Ensure sustainability is integrated across all areas, using as many of the Academy's resources as possible
* Model the values & vision of the Academy & TILT Academy Trust
* Develop a fully costed, annual strategic plan, which drives school improvement
* Lead curriculum development/innovation, ensuring a creative, inspiring curriculum fit for the 21st Century.

**Leadership of Teaching, Learning & Assessment**

* Ensure the quality of teaching & learning is at the centre of strategic planning
* Ensure a planned annual cycle of assessment, monitoring & evaluation across the Academy
* Demonstrate & articulate high expectations, setting aspirational targets for all
* Ensure a consistent & continuous approach to monitoring children’s progress, using data & benchmarks to identify individual & group achievement
* Ensure the implementation of effective intervention & support programmes, the impacts of which, are regularly reviewed & evaluated
* Implement approaches that develop children’s understanding of themselves as active learners
* Implement strategies that promote high standards of behaviour & attendance
* Monitor, evaluate & review classroom practice, promoting strategies to ensure that the highest standards of teaching & learning are maintained
* Challenge under-performance at all levels.

 **Managing the Academy**

* Develop & sustain an organisational structure, which raises standards & ensures that the Academy functions effectively
* Manage the Academy on a day-to-day basis ensuring that Trust policies, including those relating to safeguarding & health & safety are fully adhered to
* Manage the Academy’s financial & human resources in line with relevant policies to ensure efficiency in achieving the Academy’s educational goals & priorities
* Ensure that policies & practices take account of national & local circumstances & initiatives
* Work with the Executive Team & senior colleagues to recruit, retain & deploy staff to achieve the vision & goals of the Academy & Trust
* Advise the Executive Head Teacher on the performance, competence & capacity of staff
* Make arrangements for the security & effective supervision of the Academy buildings, contents & grounds
* Undertake responsibilities as defined in health & safety policies & ensure that appropriate risk assessments are undertaken
* Manage, monitor & review the range, quality, quantity & use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency & secure value for money
* Undertake responsibility for promoting & safeguarding the welfare of children.

**Financial Management**

* Work on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle & Academy improvement priorities
* Work with the School Business Advisor & the Trust’s Chief Finance & Operations Officer to manage agreed budgets, ensuring effective administration & value for money
* Support the Academy & Trust in securing additional resources to aid Academy improvement.

**Leading & Managing Staff**

* Carry out the performance reviews of all staff & all relevant arising actions
* Deal effectively with staff under-performance, in line with relevant policies
* Liaise with the Executive Team in the recruitment & selection of teaching & support staff
* Provide support in creating & maintaining good relationships amongst all members of the Academy community
* Motivate & support staff by identifying & addressing areas for development & building on their strengths to support Academy succession planning
* Promote the highest standards of courtesy & mutual respect amongst all members of the Academy community
* Ensure that all staff carry out their professional duties in accordance with their job description & national guidance & regulations
* Encourage initiative, team work & working in partnership
* Develop & strengthen leadership across the Academy.

**Securing Accountability**

* Work with the Executive Team, Board of Trustees & the Academy Committee, providing information, objective advice & support to enable the Trust to meet its responsibilities
* Develop & present a coherent & accurate account of the Academy’s performance to a range of audiences including the Executive Team, Board of Trustees, LGB & parents/carers
* Provide suitable reports for, & be present at, all Academy Committee meetings
* Develop an Academy ethos that enables everyone to work collaboratively, share knowledge & understanding, celebrate success & accept responsibility for outcomes
* Ensure individual staff accountabilities are clearly defined, understood, agreed & subject to rigorous review
* Effective fulfilment of all responsibilities outlined within this document.

**Strengthening Community**

* Build a culture & curriculum, within the context of the Academy’s vision, which takes into account the richness & diversity of the local & wider communities
* Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional & cultural well-being of children & their families
* Maintain & develop effective partnerships with parents & carers to support & improve children’s achievement & personal development
* Seek opportunities to invite parents & carers, community figures, businesses or other organisations into the school to enrich the children’s experiences.

**Safeguarding**

* Ensure that all safeguarding policies & practices fully meet the latest national guidelines & are published as required
* Ensure all staff are fully trained & aware of their particular responsibilities
* Cooperate & work with relevant agencies to protect children.

**National Standards for Head Teachers**

The Head of School will carry out his/her professional duties in accordance with, & subject to, the National Conditions of Employment for Head Teachers, & Education & Employment legislation.

This job description will be reviewed annually & may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures & tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities & duties.

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| **Qualifications & Education**  | **E/D**  |
| Qualified Teacher Status  | E  |
| Evidence of recent, relevant continuing professional development  | E  |
| NPQH or further professional qualification  | D  |
| **Experience, Knowledge & Skills**  | **E/D**  |
| Successful leadership experience to at least Deputy/Assistant Head level  | E  |
| Ability to provide clear educational vision & direction    | E  |
| Ability to analyse & use pupil data on attainment & progress to raise standards  | E  |
| Successful experience of monitoring, evaluating & improving the quality of teaching & learning  | E  |
| Experience of dealing with staff when performance gives cause for concern  | E  |
| High level of involvement with school improvement planning    | E  |
| High level involvement in monitoring & evaluation procedures leading to clear impact  | E  |
| Understand the principles of effective teaching & learning    | E  |
| Significant experience of taking a lead role in performance management of staff   | E  |
| Ability to manage, monitor & review available resources, ensuring value for money    | E  |
| **Personal Qualities**  | **E/D**  |
| A strategic thinker who can analyse  information & data quickly in order to make effective decisions  | E  |
| Think analytically to undertake complex tasks in a systematic way  | E  |
| Think creatively & imaginatively to solve problems & identify opportunities  | E  |
| Create, articulate & implement a clear shared vision for the future  | E  |
| Demonstrate the ability to plan appropriately for future success  | E  |
| High expectations of self & others    | E  |
| A high level of energy, positivity, stamina & flexibility  | E  |
| **Interpersonal Relationships**  | E/D  |
| An effective leader who demonstrates a variety of leadership style & management approaches  | E  |
| An ethical leader with  personal presence  | E  |
| Establish positive & productive working relationships with a wide range of stakeholders   | E  |
| Effectively communicate: listening to & inspiring children, staff, parents the wider community   | E  |
| Approachable & professional at all times  | E  |
|  **General Requirements**  | **E/D**  |
| Able to work flexibly, including any service hours necessary to achieve Trust objectives  | E  |
| Travel to various locations. Driving License essential  | E  |
| Demonstrate a firm commitment to the Trust & a desire to see the Trust flourish   | E  |