

**JOB DESCRIPTION**

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| **Job title:** | Head of School |
| **Post number:** | S1 |
| **Grade:** | L15-L21  £63,782 - £78,507  Subject to any 2024 national uplift |
| **Contract and Hours:** | School Teachers’ Pay and Conditions |
| **Responsible to:** | Executive Headteacher |
| **Responsible for:** | Deputy Head  Senior Assistant Head  Safeguarding Manager  Pastoral & Behavioural Leads  SENCO |
| **Job purpose:** | Under the overall direction of the Executive Headteacher, play a lead role in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved.  Be responsible for the day-to-day running of the school and promoting and safeguarding the welfare of all the young people.  Carry out the professional duties of a teacher, as required. |
| **Key internal contacts:** | Governors  Executive Principal  Director of School Improvement  Executive Headteacher  ALT Kent & Medway Heads  Chief Finance Officer  Deputy Heads  Assistant Heads  SENCO  Teachers  HR Officer  Finance Officer |
| **Key external contacts:** | Headteachers  And any additional stakeholders |
| **Special consideration:** | Hold a clear Enhanced DBS check  Hold a current driving licence with own transport |

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| **Duties and responsibilities**  **Strategic leadership (shaping the future)**   * In partnership with the Executive Team and the Senior Leadership Team and governors, establish and implement an ambitious vision and ethos for the future of the school. * Play a leading role in the strategic development and school self-evaluation planning process. * In partnership with the Executive Team and the Senior Leadership Team, manage staff and school resources. * Devise, implement and monitor action plans and other policy developments. * In partnership with the Executive Team and the Senior Leadership Team, lead by example when implementing and managing change initiatives. * Promote a culture of inclusion within the school community where all views are valued and taken into account.   **Teaching and learning and student wellbeing**   * Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community. * Work with the Executive Team and the Senior Leadership Team to raise standards through staff performance management. * Lead the development and delivery of training and support for staff. * Lead the development 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 (in partnership with the Director of School Improvement). * Work in partnership with the Executive Team and the Senior Leadership Team in managing the school through strategic planning, the formulation of policy and the delivery of strategy, ensuring management decisions are implemented. * Working in partnership with the Executive Team and the Senior Leadership Team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality. * Ensure the systematic teaching of learning and life skills and recording of impact is consistently high across the school. * 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 students and staff in their own learning.   **Leading and Managing, Staff-Developing Self and Others**   * Support the development of collaborative approaches to learning within the school and beyond. * Organise and support the induction of staff new to the school and those being trained within the school – with a clear focus on Behaviour and safeguarding. * Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school 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. * Be responsible and accountable for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting with a clear focus on Behaviour and Attendance. * Work with the Senior Leadership Team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.   **Operational Management**   * + Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.   + Lead, in partnership with the Executive headteacher and Executive Principal to conduct regular reviews of all school 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, including 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 school.   + Be a proactive and effective member of the Senior Leadership Team.   + To undertake any professional duties, reasonably delegated by the Executive Principal.     **Securing Accountability**   * In partnership with the Executive headteacher, Executive Principal and Director of School Improvement, support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance and standards. * Take responsibility for promoting and safeguarding the welfare of children and young people within the school.   **Strengthening Community**   * Work with the Senior Leadership Team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers. * Develop and maintain contact with all specialist support services as appropriate. * Promote the positive involvement of parents/carers in school 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. * Work with the Senior Leadership Team to promote and market NWKAPS Satellite school. |

**PERSONAL SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form**.

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|  | **Essential** | **Desirable** | **MOA** |
| **Qualifications** |  |  |  |
| Qualified Teacher Status. | ✓ |  | C |
| To have or be willing to study for the National Professional Qualification in Headship. | ✓ |  | A, C |
| **Experience and knowledge** |  |  |  |
| Proven leadership within a school through Ofsted. | ✓ |  | A, I |
| Substantial teaching experience and a strong track record of securing improved outcomes for pupils with additional learning and support needs. | ✓ |  | A, I |
| Experience of providing effective challenge resulting in improved results. | ✓ |  | A, I |
| Experience of developing/introducing evidence-based interventions and innovative practice. | ✓ |  | A, I |
| Experience of analysing data and supporting in SEF process and development of SDPs. | ✓ |  | A, I |
| Extensive experience of observing teaching and learning and supporting improved standards on a consistent basis. | ✓ |  | A, I |
| Current knowledge of the national agenda around education, in particular special education and alternative provision, and the challenges and opportunities for schools. |  | ✓ | A, I |
| Experience of managing safeguarding. | ✓ |  | A, I |
| Experience of managing behaviour for learning. | ✓ |  | A, I |
| **Skills, abilities and personal qualities** |  |  |  |
| Ability to create and analyse data and other performance management and tracking and to translate into planning and targets for school improvement. | ✓ |  | A, I |
| Ability to communicate effectively to a range of audiences and a range of methods including communicating complex information in an inclusive way. | ✓ |  | A, I |
| Excellent inter-personal skills and the ability to work in a variety of settings in a multi-agency and multi-disciplinary way. | ✓ |  | A, I |
| Ability to facilitate training and other methods of development to enable a wide range of stakeholders to engage in school improvement. |  | ✓ | A, I |
| Ability to review and implement policy in an inclusive way. | ✓ |  | A, I |
| Demonstrable skills in developing a culture of staff, pupil and parental engagement. | ✓ |  | A, I |
| **Special conditions** |  |  |  |
| Hold a current driving licence and use of own transport between sites. | ✓ |  | A, I |
| Willing to undertake an Enhanced DBS check. | ✓ |  | A |
| Willing to work working beyond conventional hours. | ✓ |  | A, I |