



## **Job description**

### **Head of School – Ashdown Primary School (Group 3 - £44,102 - £55,049)**

The range of duties and responsibilities for the post of Head of School is contained in the School Teachers' Pay and Condition Document.

This role has class teaching responsibilities (cover).

#### Job Purpose

- To be responsible for the day to day professional leadership and management of the school; within the context of local and national guidance and legislation; and in consultation with the Executive Headteacher and Governing Body.
- To promote an environment which achieves high standards in all areas of the school's work.
- To manage and organise the school to meet its aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards.
- To help secure the commitment of the wider community to the school.

#### Major Tasks

##### Shaping the Future

- To work with the Executive Headteacher and Governors in reviewing and developing a school development plan that aims to raise levels of achievement and expectation for all pupils and that creates the conditions necessary for all children to learn, make progress and feel proud of their achievements in line with the current school aims.

##### Leading Learning and teaching

- To provide inspiration and strong strategic leadership to the teaching team to ensure that the school continues to deliver the highest standards of learning across all areas.
- To support curriculum development, within the context of statutory requirements, appropriate to the needs and aptitudes of all the pupils.
- To ensure the curriculum is delivered with high standards that maximises achievement of pupils whilst minimising all forms of educational disadvantage.
- To lead and advise Curriculum Co-ordinators in line with agreed school practice and new developments.
- To provide an environment where all pupils achieve their full potential, and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin.
- To regularly monitor the progress of pupils in the school and provide reports for parents and governors.
- To constantly review standards of achievement ensuring targets for pupil attainment are met.

##### Developing Self and Working with Others

- To supervise and participate in any arrangements for the performance appraisal of teaching and non-teaching staff, within agreed national and local frameworks.
- To ensure that all staff in the school have access to advice, training and induction appropriate for their needs.
- To brief and update colleagues on relevant policy and practice through meetings and workshops.
- To advise on, and lead, relevant training.
- To be a leading teacher and an exemplary role model throughout the school.
- To motivate, support and direct your team to achieve the highest possible standards.

- To regularly review own practice, set personal targets and take responsibility for own development seeking advice and support from other agencies (such as the Local Authority and Governing Bodies).
- To be an effective member of the SLT of the School.
- To foster good working relationship with other HoS in Federation/Partnership.
- To maintain a continuous dialogue with Executive Headteacher on all aspects of school work.

#### Managing the Organisation

- Within the framework of the Council's Equal Opportunities Policy and in partnership with the Executive Headteacher, to participate in the selection and appointment of the teaching and non-teaching staff of the school.
- To effectively manage and deploy all teaching and non-teaching staff resources; allocating duties, in accordance with conditions of employment.
- To be responsible for school timetables, rotas, diaries and day to day organisation.
- To ensure as far as possible that staff absence is covered and to delegate duties of the Head of School to other members of staff as appropriate.
- To have due consideration for staff well-being.
- To advise and assist the Governing Body of the school in exercising its function, including attending meetings of the Governing Body, as appropriate.
- To provide regular reports to the Governing Body in partnership with the Executive Headteacher on all aspects of the school's performance as required or specified.
- To support the Executive Headteacher to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To manage the day to day security and effective supervision of the school buildings, their contents and of the school grounds.
- To ensure day to day arrangements for out of hours security are in place and implemented.
- To liaise with other site users.
- To ensure in the absence of Head of School, that a senior member of staff assumes responsibility for the school and that this is communicated to all.
- To manage and organise accommodation efficiently.
- To exercise responsibilities under the Health and Safety at work legislation and associated guidance as laid down or amended by National, Council or school procedures.
- To ensure that all members of the school community feel safe and able to fulfil their potential at Ashdown Primary School.
- To ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring all staff deploy best practice.

#### Securing Accountability

- To collect and use a rich set of data to understand the strengths and weaknesses of the school, this will include formal opportunities for teaching staff to moderate outcomes across both sites.
- To monitor, evaluate and track pupils' learning to ensure pupils across the school make the necessary progress.
- To engage the school community in the systematic and rigorous self-evaluation of the work of the school, through compiling relevant data and analysing performance, using statistical analysis.
- To observe colleagues at work, to improve their practice, and to inform future school development.
- To ensure that planning and assessment are carried out in accordance with school policies.
- To work with Executive Headteacher to evaluate standards of achievement across the school and to inform future needs.
- To regularly review the work and organisation of the school in order to monitor progress towards achieving set targets against relevant benchmarks of quality and achievement.
- To ensure that high standards of professional performance are established and maintained acknowledging excellence and challenging under performance at all levels.
- To ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Executive Headteacher and governors to enable them to meet their statutory responsibilities.

## Strengthening Community

- To actively foster and maintain the ethos within the school, and take account of the social and cultural needs of pupils from all the communities represented in the school.
- To take responsibility for leadership of extended school activities. This includes ensuring a range of community based learning experiences and collaboration with other agencies to ensure pupil and community needs are met. To be responsible for pupils during out of hours activities.
- To plan public functions or events and to have responsibility for the organisation of various school events (e.g. sales, Sports Day etc.) in liaison with the relevant parties.
- To ensure staff involvement and liaison with PTA.
- To put in place policies for the pastoral care of pupils, building on existing good practice and taking account of pupil's differing social and cultural backgrounds.
- To promote good-behaviour among the school community, in accordance with the discipline and anti-bullying policies of the school.
- To encourage pupils to have a clear understanding of values, self-discipline, self-respect, and respect for others.
- To ensure good behaviour is maintained at all times during the school day (including break times), when pupils are present on school premises and whenever pupils are engaged in authorised school activities on or off school premises.
- To establish positive relationships with all pupils in the school; to consult them regularly and support and involve the School Council. To be committed to pupil's individual social and educational development.
- To work with governors and staff to strengthen and develop the ethos of the school, allowing this to influence and shape all areas of the school's work.
- To develop and encourage positive relations with parents in all communities.
- To ensure they are given regular and accessible information about the school curriculum, the progress of their children and other matters affecting the school.
- To actively involve and welcome parents into all aspects of school life.
- To develop effective links within the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- To liaise where appropriate with other schools and educational establishments, to share and/or adopt good practice.
- To support and assist pupils in making a successful transfer to secondary education.
- To ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
- To actively promote the school as a centre of excellence for education and families in the local community.

## Safeguarding

- To serve as, or supervise the work of, the Designated Safeguarding Lead.
- To co-ordinate and lead staff induction and INSET to ensure best practice in safeguarding.
- To review the school's safeguarding policy and procedures annually.

## Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of head of school including taking on role of substantive Headteacher if required.

**NOTE: THE GOVERNING BODY EXPECTS ALL EMPLOYEES TO HAVE A FULL COMMITMENT TO THE LOCAL AUTHORITY'S EQUAL OPPORTUNITIES POLICY AND AN ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH, AND PROMOTE, THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED WITHIN THE SERVICE TO THE PUPILS, THEIR PARENTS AND CARERS**