



Sutton-at-Hone Church of England Primary School

Head of School - Job Description

Grade: Leadership scale: Group 3, L16-L20 (£57,591 to £63,321)

Responsible to: The Governing Body of the school and the Executive Headteacher, Aletheia Anglican Academies Trust (AAAT)

Purpose of the Job

1. 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 the Governing Body
2. To promote an environment which achieves high standards in all areas of the school's work
3. To manage and organise the school to meet its aims and targets
4. To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards
5. To help secure the commitment of the wider community to the school

Main duties and responsibilities

1. To be the lead professional and positive role model within our community – taking responsibility for the leadership, internal organisation, management and control of the school and consulting appropriately in so doing
2. To work to an agreed vision, underpinned by clear values which will be evident throughout the school. Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all through the translation of the vision into agreed objectives and operational plans which will promote and sustain school improvement
3. To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition, with a particular focus on closing the gap for disadvantaged pupils
4. To lead by example in determining the professional conduct and practice of teachers to the highest standard
5. To enable a climate in the school which enables all pupils to display exemplary behaviour

6. To be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain
7. To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries
8. To have responsibility for safeguarding and child protection practices

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils who will be served by Sutton-at-Hone Primary School
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, and towards parents, governors and the local community
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you to motivate others and create a shared culture and positive climate
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating Academy, local and national policy into the school's context
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel, while ensuring that strategic planning takes account of the diversity, values and experience of the school and the community at large

Pupils and Staff

1. To provide inspiration and strong strategic leadership to the teaching team to ensure that the school delivers the highest standards of learning across all areas
2. Demand ambitious standards for all pupils through a consistent and continuous school-wide focus on pupils' achievement; overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
3. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and among schools, drawing on and conducting relevant research and robust data analysis
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
7. Hold all staff to account for their professional conduct and practice
8. 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; and to review the school's safeguarding policy and procedures annually

Systems and Process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the head of school to account for pupil, staff and financial performance
5. Working with AAAT central services, exercise strategic, curriculum-led financial and resource planning to ensure the equitable deployment of budgets, personnel, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
7. To exercise responsibilities under the Health and Safety at work legislation. Ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring staff deploy best practice
8. To manage the day to day security and effective supervision of the school buildings, their contents and the school grounds

The self-improving school system

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils

2. Develop effective relationships with fellow professionals and colleagues throughout AAAT schools and in other public services, to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
5. Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability
6. Inspire and influence others - within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education
7. Collaborate with Rochester Diocesan Board of Education and the local church of St. John the Baptist, Sutton-at-Hone, to preserve and develop the school's religious character

Other

1. The Head of School will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body and the Executive Headteacher