



## JOB DESCRIPTION

<b>Job Title</b>	<b>Head of School – South Avenue Primary</b>
<b>Accountable to:</b>	<b>Chief Executive Officer</b>
<b>Salary</b>	<b>As set out in the contract of employment</b>

<b>1</b>	<b>Core Purpose</b>
<p>The Head of School is accountable overall to the CEO for ensuring the educational success of the academy within the overall framework of the Multi Academy Trust, the Academy Strategic Plan, relevant legislation, best practice and available resources.</p>	
<p>The Head of School will be Performance Managed by the CEO.</p>	
<b>2</b>	<b>Leading teaching and learning</b>
<ul style="list-style-type: none"> <li>• Promote excellence in teaching and learning, ensuring a continuous and consistent school focus on pupils’ achievement and development (moral, spiritual, physical and social, as well as academic).</li> </ul>	
<ul style="list-style-type: none"> <li>• Promote a culture of encouragement, support and challenge in order to achieve each child’s full potential and the highest possible educational standards.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensure that a high quality educational experience is available for all children and young people that attend the school.</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish creative, rigorous and collaborative responses to improving teaching and learning within the school.</li> </ul>	
<ul style="list-style-type: none"> <li>• Drive innovation, ensuring the school is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developed and enhanced at all key stages.</li> </ul>	
<ul style="list-style-type: none"> <li>• Determine a curriculum that is informed by current knowledge and best practice to develop the potential of all pupils and equip them for the demands of 21<sup>st</sup> century life and work.</li> </ul>	
<ul style="list-style-type: none"> <li>• Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.</li> </ul>	
<ul style="list-style-type: none"> <li>• Develop and implement strategies to ensure continuity of learning at all main points of transfer.</li> </ul>	

<ul style="list-style-type: none"> <li>• Monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under-performance at all levels and ensure appropriate action.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that individual pupil progress is regularly assessed, recorded, reported and used to inform future teaching.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide a range of wider learning activities which will maintain the reputation of the school and for providing a broad and well-rounded education.</li> </ul>
<ul style="list-style-type: none"> <li>• Create a stimulating climate which will encourage all pupils to fulfil their potential, in the widest sense, and maintain a lifelong enthusiasm for learning and personal development.</li> </ul>
<b>3 Leadership of self and others</b>
<ul style="list-style-type: none"> <li>• Provide dynamic, consistent and motivational leadership for the school and its staff, ensuring the successful delivery of the vision, ethos, aims and objectives of the school.</li> </ul>
<ul style="list-style-type: none"> <li>• Set high standards and expectations of personal, pupil, and staff behaviours and actions in support of the achievement of the school's intended outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that Performance Management and Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of teaching, learning and service delivery.</li> </ul>
<ul style="list-style-type: none"> <li>• Regularly review own practice, set personal targets and take responsibility for own development.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that systems are in place to encourage all teaching staff to be similarly active in their personal and continuous professional development.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish a viable succession plan and contingency scheme.</li> </ul>
<b>4 Management of the organisation</b>
<ul style="list-style-type: none"> <li>• Deliver effective operational management for the delivery of education within the school's budget.</li> </ul>
<ul style="list-style-type: none"> <li>• Work to, and report on, targets for achievement of the school and personal targets as agreed by the Local Board of Governors, MAT Board and the DfE.</li> </ul>
<ul style="list-style-type: none"> <li>• Work within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Within the academy's strategic plan, recruit, deploy, develop and motivate a committed, effective and diverse education workforce whose members have a clear understanding of the vision of the academy and of their personal role in enabling and promoting high quality learning.</li> </ul>

<ul style="list-style-type: none"> <li>• Work with the CEO, the Chair of the local governing body and the MAT Board to ensure that there are robust, reliable mechanisms for appropriate risk management in all academy educational activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Act in accordance with the MAT policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the school premises are fit for purpose for current and future needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor and evaluate pupil and organisational progress to ensure that objectives are being achieved.</li> </ul>
<p><b>5 Specific Responsibilities</b></p>
<ul style="list-style-type: none"> <li>• To report to the Chief Executive Officer or the Chair of the Local Board of Governors as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• To report to the Local Board of Governors, at school level, and the Strategic Board of the MAT, on school performance and the implementation of MAT policies, therefore ensuring full involvement of the Governors in strategic planning, business activities, monitoring and building relationships with the wider community.</li> </ul>
<ul style="list-style-type: none"> <li>• Work collaboratively with the schools and partners within FMAT to impact positively on the outcomes for pupils and the community.</li> </ul>
<ul style="list-style-type: none"> <li>• Further aspects to be agreed with the Chief Executive Officer, the Chair of the Local Board of Governors and the MAT Board.</li> </ul>
<p><b>Notes</b></p>
<ul style="list-style-type: none"> <li>• The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.</li> </ul>
<ul style="list-style-type: none"> <li>• This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</li> </ul>
<ul style="list-style-type: none"> <li>• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.</li> </ul>
<ul style="list-style-type: none"> <li>• The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Chief Executive, the Academy Trust Board and the Chair of Governors.</li> </ul>
<p>This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of Head of School.</p>



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