

Head of School

Job Description



The Stour Academy Trust

Our Vision

The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others. Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

Trust Values

We are:

- Collaborative
- Nurturing
- Inclusive
- Ambitious
- Innovative

Our Values



Post: Head of School

Responsible to: The Executive Headteacher / CEO and School Improvement Partners

Liaising with: Other senior leaders, teachers, support staff, pupils, central team leadership, admin staff and external agencies

Main purpose

The Head of School, under the direction of the Executive Headteacher will be responsible for providing the leadership and management of the school in line with the vision of the Trust and manage the day-to-day running of the school.

Leadership and management of the school

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the Trust's COO
- Implement the Trust's appraisal policy and other management processes and systems
- Support the implementation of Trust-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the Trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school

Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Communication

- Help to build on the vision of the Trust and share with colleagues across the Trust how this is being demonstrated in the school
- Contribute to reports to the CEO or board as necessary

Managing resources

- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and Trust policies.

The Head of School, like other teachers, are expected to meet the teachers' standards.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher / CEO or School Improvement Partners to carry out appropriate duties within the context of the job, skills and grade.

