



**Kingwood, Ulcombe C of E,
Leeds and Broomfield C of E
Primary schools'
Federation**

Executive Headteacher:
Emma Hickling

Job Description for Head of Schools

Note: This is a generic job description for the post. Specific responsibilities will be allocated depending upon the areas of expertise of the successful candidate

Purpose of Job:

- To provide day to day management for partner schools
- To ensure continual improvement and high quality, engaging and fulfilling education for all pupils and further development in standards of teaching, learning and achievement, in accordance with statutory requirements.
- To uphold the vision and direction of the Executive Headteacher.

Responsible to:

- The Executive Headteacher.

Responsible for:

- Leadership and management of all staff;
- School Management (day to day running of the schools);
- Working to the professional duties set out in the School Teachers' Pay and Conditions Document, to:
 - Work with the Executive Headteacher in the strategic planning, development and promotion of the federation;
 - Provide leadership at the highest level for all aspects of school life;
 - Attend Governing Body meetings;
 - Be responsible for the day to day running of partner schools on an operational level including timetabling, monitoring, attendance and behaviour;
 - Regularly brief and consult the Executive Headteacher on the day to day running of partner schools;
 - Have an overview of the curriculum, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment;
 - Regularly monitor the quality of teaching and learning in partner schools and use the monitoring information to help set the direction of future plans;
 - Provide guidance and advice to pupils and their parents on educational matters;

- Be responsible for tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential;
- Ensure all statutory requirements for assessment, recording and reporting are met;
- Represent the Executive Headteacher in meetings, including the Maidstone HT group and external agencies;
- Be responsible for performance, appraisal and assessment of staff and ensure all staff have access to quality training and specifically to have performance appraisal responsibility for all staff;
- Assist the Executive Headteacher in the selection and appointment of staff;
- Be responsible for the organisation of staff meetings at partner schools, including joint school meetings, ensuring that the sessions are linked to the Federation Improvement Plan and involve professional development opportunities for all staff, including opportunities for inter-school learning within and beyond the partnership;
- Provide information on the performance of partner schools to the Executive Headteacher;
- Work with the Executive Headteacher to secure progress on actions contained within the OFSTED report and the Federation Improvement Plan;
- Have responsibility and commitment for safeguarding and promoting the welfare of pupils at partner schools, including ensuring the requirements of the Single Central Register are fulfilled and absence is regularly monitored and issues addressed.
- Support partner schools in meeting any legal requirements for the curriculum e.g. for Collective Worship. This includes engagement and liaison with the Diocese in respect of Ulcombe and Leeds & Broomfield CEP schools.
- Comply with partner schools Health and Safety Policies and undertake risk assessments as appropriate.
- Undertaking other duties as may reasonably be assigned by the Executive Headteacher, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility as the federation develops.