



## HEAD OF SCHOOL - JOB DESCRIPTION

The Head of School at Dane Court will have responsibility for ensuring the achievement of the highest possible personal and educational standards in the school. The successful candidate will work closely under the direction of the Executive Headteacher. The Head of School will be expected to maintain and develop an atmosphere and structures where all students and adults are valued and which enables them to fulfil the school's high expectations.

### Ethos

- To reflect and develop the ethos and identity of Dane Court Grammar School
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are fostered.
- To maintain high personal moral standards and to set an example of these standards to others whilst demonstrating high quality leadership of the school.
- To ensure that the vision of Dane Court Grammar School is reflected in strategic and development planning, and in a performance management structure, which is supported by consistent and coherent procedures and protocols.

### Curriculum

- To be responsible for maintaining and developing a broad, balanced and cohesive curriculum suitable for all of the students and meeting national guidelines.
- To ensure that the curriculum is regularly reviewed, evaluated and applied.
- To ensure that the assessment requirements of the curriculum are appropriately carried out.

### Students

- To ensure that students receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning, leading to the pursuit of excellence.
- To ensure equality of opportunity for all, through the school's policies, procedures and practices.
- To ensure that the progress of each student is monitored and recorded so that the most appropriate decisions can be taken with regard to the next step in his/her education.
- To ensure that every student is given the best possible opportunity to progress towards the achievement of challenging academic outcomes and suitable progression routes.
- To ensure that the activities in which students are engaged are conducted in a caring, disciplined, safe and healthy environment.
- To ensure that every student is provided with as wide a range of extended curricular activities as possible in order to provide opportunities for success.
- To ensure all students are valued as individuals and ensure that all students are confident and able to achieve their full potential.
- To maintain a school environment and pastoral programme in which the needs and values of individual students are recognised and which also contributes positively towards their spiritual, social, cultural and moral development.

## **Leadership**

- To share the strategic vision of the school and assist the Executive Headteacher in the translation and execution of this vision at Dane Court Grammar School.
- Responsible, with the Executive Headteacher and the Governing Body, for the appointment of teaching and non-teaching staff and all related personnel issues.
- To work in collaboration with the Coastal Academies Trust Heads.
- To ensure levels of performance necessary to achieve the agreed aims and objectives of the school.
- To lead, motivate, encourage, support, monitor and evaluate to ensure continuing school improvement.
- To ensure that all staff have access to regular advice and have a training and development plan in place appropriate to the needs of the school and to their stage of development.
- To be responsible for the annual performance management cycle for all teachers and to report to the Governing Body on the professional development of all teachers in the school.
- To ensure all staff are valued as individuals and receive courtesy and respect at all times.

## **Teaching**

- To contribute to the teaching programme of the school and to encourage the development of outstanding teaching practice.
- To contribute to and ensure monitoring of classroom practice and the appraisal of the overall quality of teaching in the school at regular intervals.

## **Safeguarding**

- To ensure that safeguarding is of paramount importance in the school.
- To ensure the commitment of the Governing Body to safeguarding and promoting the welfare of students and young people is at the heart of the school and to ensure that all staff and volunteers share this commitment.

## **Health and Safety**

- To undertake Health and Safety policy making and management throughout the school.
- To ensure the maintenance of high standard of care in the school environment, including the grounds, buildings, furniture, equipment and learning materials.
- To ensure that health and safety, the wellbeing of staff and students and safeguarding, emergency and contingency planning are carried out to the highest standards.

## **Governing Body**

- To advise, assist and inform the Governing Body in the fulfilment of its responsibilities, demonstrating an understanding of the statutory role of Governors in the school.
- To have a firm commitment to working in partnership with the Governing Body.
- To assist the Executive Headteacher to formulate a strategic plan for the school and to secure its implementation with the collective support of the school staff, parents and students; to ensure all necessary resources are in place to support the plan.
- To plan effectively and to assist the Executive Headteacher and Governing Body in the development of school based indicators as a basis for monitoring and evaluating educational performance and the use of resources.

## **Finance**

- To assist with the day to day management responsibility for the allocation of the delegated budget to all areas of school life and to operate within the strategic vision of the Executive Headteacher with the Governing Body,
- To ensure the day to day financial management of the school is conducted in accordance with the Financial Regulations approved by the Governing Body.

## **Parents & Community**

- To encourage and develop positive co-operation between the school, home and the wider community.
- To ensure that parents have timely access to appropriate information about the school and the curriculum.
- To maintain accessibility to parents
- To maintain effective relationships with the CAT, RSC, the LA, the local community and other agencies.

## **Personal Development**

- In co-operation with the Executive Headteacher, to have a responsibility for their own personal development plan.

## **General**

- To take overall responsibility for the organisation, management and conduct of the school in accordance with the Articles of Government and the statutory Conditions of Employment of Headteachers.
- To understand the appropriate levels of responsibility and accountability to the Executive Headteacher, the Governing Body, the ESFA and the Regional Schools Commissioner.

This job description is subject to change as both the roles of Head of School and Executive Headteacher develop.