



JOB DESCRIPTION

Head of School – The Hayesbrook School



Responsible to: Executive Principal

The Head of School is responsible for managing the daily operation of the academy, the supervision of all pupils and staff, and the academy premises. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Head of School will work alongside the Executive Principal who will provide strategic leadership and hold overall accountability for direction, standards and the progress and achievement of students.

Key accountabilities:

- Promote the vision, values and ethos to pupils, staff, families and the wider community.
- Motivate others to ensure a high expectations learning environment through effective distribution of leadership.
- Translate the vision into agreed objectives and operational plans for the academy.
- Maintain high standards in all aspects of academy life.

Leading teaching, learning and assessment:

- Drive a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching and evaluate the effectiveness of those in place.
- Provide leadership to and implementation of the curriculum planning process, designed to assure the academy's ability to provide a broad, relevant and innovative educational experience for all pupils.
- Carry out effective monitoring of standards as agreed with the Executive Principal and report outcomes with appropriate responses.
- Contribute to the monitoring and evaluation of the academy's progress towards improvement targets.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.

Developing staff and leading own growth:

- Maintain effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice.
- Maintain and further develop a culture in which all staff recognise that they are accountable for the success of the academy and for its standards of engagement, quality of teaching and pupil progress.
- Promote and maintain a culture of high expectations for self and others.
- Regularly review the typicality of standards, ensuring high quality feedback to colleagues including identifying and tackling under performance at all levels.
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support where necessary.



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Managing the academy and securing the future:

- Effectively manage the academy on a day to day basis, being responsible for the overall operation of all academy events, day to day human resources issues, and academy premises and facilities.
- Work with the Executive Principal to recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the academy to achieve.
- Review the impact of policies, priorities and targets of the academy and evaluate these with the Executive Principal and Academy Council.
- Implement established academy policies and collaboratively review and make recommendations for change.
- Ensure evidence-based improvement plans promote continuous academy development, linked to the core priorities of the Academy Improvement Plan.
- Keep the Executive Principal fully informed of any critical need affecting the smooth operation of the academy and the educational experience of the pupils and staff.
- Ensure compliance at every level with academy policies and procedures.
- Ensure day to day that every child has access to high quality teaching and learning, in a safe and stimulating learning environment.

Safeguarding:

- Have due regard for safeguarding and promoting the welfare of children, and to follow the procedures adopted by the academy.

Strengthening relationships and reputation:

- Actively promote the academy as the school of choice to families in the local community.
- Promote cohesion across the Trust by working collaboratively with other academies and the central team to secure the effective management of the academy and its resources.
- Create and maintain effective relationships with parents to support and improve pupils' achievements and personal development.
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.

In addition, the Head of School performs and/or directs all other duties as may be assigned by the Executive Principal.