



JOB DESCRIPTION

Head of School

Job Title:	Head of School
Reporting to:	Executive Principal
Reporting Lines:	Vice Principals
Salary:	Leadership scale 25-29

Role Purpose:

- To play a crucial role in the strategic leadership of the Secondary Academy through working with the Trust Principal and the Senior Leadership Team.
- To play a strategic and practical role in developing and implementing Academy routines and procedures.
- To develop a successful leadership culture so that all senior leaders carry out their roles effectively.
- Be responsible for the day-to-day running of the Academy and ensure that standards of behaviour and engagement are high.
- The duties outlined in this job description are in addition to those covered by the latest 'Academy Teachers' Pay and Conditions Document'. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility and the generic rotational Senior Leadership Team distributed roles.
- As well as being an excellent practitioner in their own right, the Head of School is expected to play a leading role in bringing best practice to their Academy remit so that our children succeed in education and life, and the Academy is an engaging place to come to work.
- To lead on advice and guidance to pupils and staff by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and enable pupils to achieve their full potential.
- To identify training and development needs within the Academy plan, and where appropriate, lead development programmes to support all staff.
- Any other reasonable tasks requested by the Executive Principal.
- To ensure and maintain a positive, calm leading environment through endorsing appropriate behaviour of pupils in line with the Academy values of *Ambition, Confidence and Success*.
- To ensure that Turner Academies are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.
- Be the initial point of contact for parents who have concerns about the Academy's effectiveness and raise this with the Trust.

Responsibilities:

- Serving as an ambassador for the Trust and the Academy.
- Assisting the Executive Principal in the strategic leadership of the Academy, including deputising as required.
- Being accountable for improving the quality of teaching across the Academy.
- Motivating and working through others to ensure the achievement of our ethos, aims and objectives.
- To play a leading role in developing, evaluating and reviewing policy which guides effective practice in accordance with the aims and objectives of the Academy.
- Promoting high expectations of attainment and progress for all, relentlessly demonstrating and promoting high aspirations for all pupils and staff.
- Ensuring that all the pupils make good progress from their starting points.
- Acting as an Expert teacher, a role model for all staff, with commitment to the Trust's knowledge-rich approach.
- Modelling and maintaining high standards of conduct and behaviour.
- Developing a safe, healthy and purposeful environment in which to learn and work.
- Managing relationships with all key stakeholders, including the immediate community, parents, governors, directors, other academies within the Trust.
- Teaching: all leaders will have a teaching load; Heads of school will be expected to have a strong track record of excellent teaching and deep knowledge of and enthusiasm for, one or more subjects.
- Strategically leading the Academy's curriculum, teaching, assessment, inclusion, training, conduct, monitoring, pastoral care, aspiration and enrichment endeavours as appropriate and according to the strengths identified with the Executive Principal.
- Ensure all staff and pupils embrace the curriculum and Academy expectations and understand its principles.
- Report regularly, performance of pupils to the Community and Challenge Committee and ensure that leaders make high quality contributions to local governance.
- Providing challenge, support and help to Vice Principals and leaders at all levels, to ensure that they have the capacity and drive to transform the learning experience of the pupils and in their specific area of the Academy responsibility.
- Lead, develop and improve the quality of provision for pupils in a variety of areas, including teaching and learning, inclusion, behaviour, wellbeing and safeguarding through developing and implementing effective strategies to evaluate the effectiveness of all areas of the Academy provision.
- Model exemplary conduct, encouraging all adults and pupils to interact positively beyond the Academy both in the community and later in further education and the workplace.
- Support the Senior Leadership Team to recruit, train, motivate, retain and mentor all staff.
- Maintain high expectations of pupils and staff.
- Lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective practice.
- Ensure all staff are well supported and can see a clear path to career progression.
- Play a critical role in ensuring high levels of staff wellbeing and morale.
- Undertake the professional duties of other members of the Senior Leadership Team in the event of their absence from the Academy as required.
- Work with the Senior Leadership Team, Trust team and local governors to ensure robust operational systems are in place that support the Academy's efficient and effective functioning.
- Maintain strong working relationships with the relevant agencies and serve as an ambassador for the Academy and Trust.
- Develop productive practice with the Academies in Turner Schools making use of the best practice from educational research and the educational sector.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;

Along with the Senior Leadership Team to take responsibility for:

- The strategic direction and development for the Academy.
- Taking a leading role in developing a learning culture in line with the Academy's high expectations in creating a learning environment in line with the Academy's values.
- Anticipating, planning and making provision for future demands.
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities outlined above.
- Develop middle leaders and subject leaders to ensure effective leadership across the Academy.
- Take responsibility for measuring the impact of leaders' work on the Academy's priorities.
- Take the lead role in ensuring that communication with parents, pupils and staff is positive and that the Academy has a good reputation in the local community.

To have line management responsibility involving:

- Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge.
- Ensuring the implementation of Academy policies.
- Working closely in a coaching role with the staff being line managed in planning for and implementing improvement.

Other Senior Leadership Responsibilities:

- To lead staff by example, being highly visible and promoting good order throughout the Academy.
- Assist in the appointment of staff consistent with the Academy's vision, Trust Values and 'Safer Recruitment Procedure'.
- Assist in the preparation and review of Academy policy documents, leading, in this regard, on areas of responsibility.
- To ensure effective communication within the Academy community.
- Take assemblies as required.
- Share the Trust's and Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy.
- Ensure that all duties and services provided are in accordance with Turner Academy's policies and procedures in line with the staff code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance management process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Executive Principal/Senior Leadership Team not listed above.
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage pupils to follow this example.

Personal Qualities, Attributes and Qualifications:

This position requires the following personal qualities and attributes:

- They should be excellent strategic leaders, working to improve standards at whole Academy level.
- Heads of Schools are excellent team leaders, capable of building a successful team and getting the best out of colleagues.

- They are excellent leaders of pupils, commanding respect and being a positive presence around the Academy. At the heart of their work should be to build self-esteem, imbued moral values and motivate the pupils to do their best.
- Heads of Schools are excellent managers, highly organised and operating efficiently and effectively in all areas of their work.
- Heads of Schools are expected to think creatively about the Academy, be prepared to take risks and to innovate. They should be excellent communicators with a high degree of emotional intelligence. They should be energisers, demonstrating a positive mental attitude around the Academy and in all areas of their work.
- Heads of Schools are expected to be loyal to the Senior Leadership Team and to pursue and deliver leadership strategies and agreed actions in a positive and consistent manner.
- Ability to contribute towards the Academy's and the Trust's vision and ethos.
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil.
- Be able, in line with Trust's vision and priorities determined by the Executive Principal, to work autonomously and be proactive in all areas of responsibility.
- Determination to improve standards and outcomes in non-selective education on the South-East Kent Coast.
- Interest in playing a part, through education, in the regeneration of Folkestone.
- High ethical standards.
- Strong interpersonal, written and oral communication skills.
- Motivation to improve standards and achieve excellence.
- Ability to demonstrate honesty and integrity.
- Excellent organisational skills.
- Ability to work collaboratively with partner academies in the Trust and beyond.
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils, parents and external agencies.
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils.
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours;

Qualification Criteria:

- A strong academic track record to degree level and above.
- To hold Qualified Teacher Status (QTS).
- Evidence of ongoing Continuous Professional Development.
- NPQH is desirable but not essential.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT