



# JOB DESCRIPTION

JOB TITLE	Head of School – Primary Phase – Key Stage 2
SALARY POINT	STPCD Leadership Scale
GRADE:	L7 – 11 depending on experience
CONTRACT:	Permanent
LIASION WITH:	Executive Headteacher
DATE:	Easter 2021 or sooner

## **Main Purpose of Job**

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and other current legislation.

The Head of School will assist the Executive Headteacher to lead the school, to formulate, develop and execute the overall aims of the school, its policies, the strategic direction and development and school improvement plan.

## **Strategic direction and development of the school – in co-operation with, and under the direction of, the Executive Headteacher**

- Undertake the professional duties of the Head in their absence.
- Be a member and accepting the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary
- Keep well informed of developments within education and the specialist sector at local, national and international level.
- Take responsibility for new initiatives being promoted in the school.
- Support and help develop the vision, ethos and policies of the school and promote the levels of achievement.

- Promote a sense of belonging, by coordinating and developing the work of all staff, non-teaching and teaching
- Work with the Executive Headteacher on the whole school self-evaluation process and play a lead role in gathering evidence to support whole school self-evaluation.
- Lead target setting throughout the school and take an active role in self-evaluation.
- Contribute to the School Development Plan and to take responsibility for appropriately delegated aspects of its implementation.
- Support all staff in achieving the priorities and targets that the school sets for itself and provide them with support and guidance in implementing these.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Monitor teachers' curriculum planning and report to the Executive Headteacher.
- Provide the Executive Headteacher and Governors with updates on the quality of provision
- Maintain an overview of the whole school curriculum and support co-ordinators in its development.
- Lead assessment throughout the school; maintaining an overview of assessment procedures, monitoring and evaluating assessment practice, auditing and purchasing resources.

### Teaching and Learning

- Assume a shared responsibility for assessment, recording and reporting of pupils' progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on pupils' attainment to the LA/DfE
- Ensure effective long, medium and short term planning and development of the curriculum
- Ensure that all pupils have quality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in which the individual needs of pupils are met
- Share responsibility for all monitoring and quality assurance activity and play an integral role in developing staff and raising standards and in the other Grange Park School provisions.
- Offer consistent pastoral support for pupils and provide expert guidance on the management and positive support of challenging behaviours

- Promote effective collaboration between staff within and between sites, to ensure coherent planning, consistency of educational opportunities for pupils and high standards of teaching and learning
- Support the Executive Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and pupil's personal development.

Additionally, the Head of School will:

- Ensure that the planning and delivery of the curriculum is tightly focused (including the National Curriculum as appropriate) and tailored to meet pupils' individual needs across the school
- Monitor the implementation of curriculum and other school policies
- Organise timetables and rotas to assist in the smooth running of the school including PPA cover and supply cover.
- Assist in the management of resources

### **Leading and Managing Staff**

- Support the Executive Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- Maintain a positive team ethos through effective communication and shared discussion and training
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Alongside the Executive Headteacher, plan and lead staff meetings as appropriate.
- Deliver staff INSET days.
- Support the Executive Headteacher in the implementation of the school's Appraisal / Performance Management policies.
- Oversee timetables, assembly and duty rotas and weekly information lists to ensure the smooth operation of the school
- Have corporate responsibility for day to day management of staff, including arranging cover for staff absence
- Monitor staff attendance with HR and address these issues effectively as they arise

### **Effective Deployment of Staff and Resources**

- Support the Executive Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

- Support the Executive Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that pupils' personal development needs are met.
- Work with the Executive Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Promote teamwork and harmonious working relationships across the whole school
- Support and assist staff in effective use of time, establishing priorities and coping with pressure

### **General**

- Act as 'critical friend' and provide effective professional challenge and support to the Executive Headteacher.
- Provide information and advice to the Executive Headteacher and Governing Body and support proper accountability processes throughout the school.
- Take an active interest in the work of the Governing Body
- Foster good relationships with families
- Promote links between the school and the local community and enhance the good name of the school.
- Take an active interest in KASS, KSENT and CLASS activities and opportunities.
- Ensure the Health and Safety of staff, pupils and visitors in keeping with the schools Safety policy.
- Participate in appropriate continuing professional development and staff training opportunities to update or develop new skills.
- Ensure personal and corporate currency with regard to national and local policy developments, initiatives and legislation.
- Promote compliance with policies adopted by Grange Park School: Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety

### **Specific Responsibilities**

- Take on specific tasks related to the day-to-day administration and organisation of the school.

### **School Specific Responsibilities and Tasks**

- Take on any additional responsibilities which might from time to time be determined.

## Data Protection

- To be aware of the schools and Local Authority's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

## Confidentiality

- To understand and put into practice, that all information acquired through your employment, both formally and informally, is treated in strict confidence. There are strict rules and protocols defining employees' access to and use of Kent County Council's databases.
- To be aware that any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Equalities

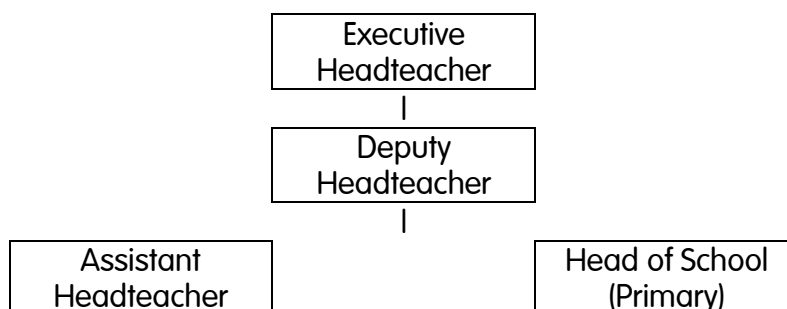
The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, pupils/students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

This job description may be amended at any time following discussion between the Executive Headteacher and the Head of School, and will be reviewed annually.

## Organisation



## Personal Specification

<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• First degree or equivalent</li> <li>• Ready to study for the NPQH or NPQSL</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional further educational or professional qualifications or development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least 8 years successful teaching</li> <li>• Substantial knowledge and understanding of learning and teaching across Key Stages 3, 4 and 5</li> <li>• Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and involving school governors</li> <li>• Experience of teaching in more than one key stage</li> <li>• Experience of working with and developing links with the community</li> </ul>
<b>Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of data management systems / analysis and the ability to use data to set targets for improvement</li> <li>• Confident in whole school Self-Evaluation</li> <li>• Up to date knowledge &amp; understanding of the current national education agenda</li> </ul>	Understanding of how children with an ASC learn and effectively apply their learning
<b>Leadership Skills</b>	
<ul style="list-style-type: none"> <li>• Evidence of highly effective teaching in more than one year group</li> </ul> <p>This will require the ability to:</p> <ul style="list-style-type: none"> <li>▪ Lead the schools' curriculum development</li> <li>▪ Lead and manage people to work both individually and in teams</li> <li>▪ Delegate and monitor effectively</li> <li>▪ Aid the Head to initiate and manage change</li> <li>▪ Motivate and inspire by setting and following high standards</li> <li>▪ Seek advice and support when necessary</li> <li>▪ Deal sensitively with people and resolve conflicts</li> <li>▪ Capacity to influence others</li> </ul>	<p>Evidence of successful school improvement planning and delivery</p> <p>Evidence of being able to support the Executive Headteacher with the school's performance management</p>

<b>Decision-making Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to investigate, resolve problems and make decisions</li> <li>• This will include an ability to: <ul style="list-style-type: none"> <li>▪ Collect and weigh evidence, make judgements and take decisions in line with good educational practice</li> <li>▪ Think creatively and imaginatively to solve problems and identify opportunities</li> </ul> </li> </ul>	
<b>Communication Skills</b>	
<p><i>Personal quality:</i></p> <ul style="list-style-type: none"> <li>• The ability to communicate clearly and take into account, where appropriate, the views of others</li> </ul>	
<p><i>Professional quality:</i></p> <ul style="list-style-type: none"> <li>• The ability to effectively communicate orally and in writing to a range of audiences</li> <li>• The ability to negotiate and consult</li> </ul>	
<b>Self-Management Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to plan time and organise work effectively</li> <li>• This will include an ability to: <ul style="list-style-type: none"> <li>▪ Prioritise and manage time</li> <li>▪ Work under pressure and meet deadlines</li> <li>▪ Be self-motivating and set personal goals</li> </ul> </li> </ul>	
<b>School Ethos</b>	
<ul style="list-style-type: none"> <li>• An ability &amp; commitment to develop and maintain the ethos of the school in partnership with the Head</li> <li>• Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development</li> <li>• Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Reliability and integrity</li> <li>• Adaptability to changing circumstances &amp; ideas</li> <li>• Energy and enthusiasm</li> </ul>	