

**ST MARY'S CHURCH OF ENGLAND  
(Aided) PRIMARY SCHOOL**

FOUNDED 1789



***'Learning for life with God as our guide'***

## **Job Description for Head of School at St Mary's C of E (Aided) Primary School**

**Status:** Fulltime and permanent

**Salary:** Leadership Group 2

**Reports to:** The Executive Headteacher

**Primary Purpose of the post:** To provide day to day management of the school; ensuring continual improvement and high quality, engaging and fulfilling education for all pupils. To effect development in standards of teaching, learning and achievement in accordance with statutory requirements, whilst upholding the vision and direction of the Executive Headteacher and Governing Body.

### **Duties and responsibilities:**

1. Work with the Executive Headteacher in the strategic planning, development and promotion of the collaboration
2. Provide leadership at the highest level for all aspects of school life
3. Attend all Governing Body meetings and Local Authority Adviser visits
4. Be responsible for all aspects of the day to day running of the school on an operational level including timetabling, monitoring, attendance and behaviour
5. Regularly brief and consult the Executive Headteacher on the day to day running of the school
6. Lead and manage all aspects of Collective Worship in line with Strand 6 of the SIAMS Evaluation Schedule
7. Lead and develop the curriculum in the school, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment
8. Regularly monitor the quality of teaching and learning, follow-up on monitoring and use the monitoring information to help set the direction of future plans
9. Deal effectively with staff under-performance in line with relevant policies
10. Provide guidance and advice to pupils and their parents on educational matters
11. Be responsible for analysing data, tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential

12. Evaluate and report pupil data information to Governors on a termly basis
13. Ensure all statutory requirements for assessment, recording and reporting are met
14. Represent the Executive Headteacher in meetings as agreed with the EHT, these could include the Dover or Deal HT group and external agencies
15. Be responsible for performance, appraisal and assessment of staff and ensure all staff have access to quality training
16. Assist the Executive Headteacher in the selection and appointment of staff; lead the induction of new staff
17. Be responsible for the organisation of staff meetings ensuring that the sessions are linked to the school plan and involve professional development opportunities for all staff, including opportunities for inter-school learning
18. Provide information on the performance of the school to the Executive Headteacher
19. Work with the Executive Headteacher, and other staff, to secure progress on actions contained within the OFSTED report and the School Improvement Plan
20. As a Designated Safeguarding Lead have responsibility and commitment for safeguarding and promoting the welfare of pupils
21. Support the school in meeting any legal requirements for the curriculum, this includes Collective Worship.
22. In the short-term absence of the Executive Headteacher to undertake the professional duties of Headteacher.
23. Undertake 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 school develops.

#### National Standards for Headteachers

The Head of School will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of St Mary's C of E (Aided) Primary School in relation to the post holder's professional responsibilities and duties.

Signed .....  
Ms Helen Comfort – Executive Headteacher

Dated: .....

Signed .....  
- Head of School

Dated: .....

