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| **Job Description**  **Post title: Head of School**  **Responsible to: Executive Headteacher**  **Salary: L13 – 17 (£56,721 - £62,570)**  **MAIN PURPOSE**  The Head of School, under direction of the Executive Headteacher, will be responsible for providing leadership and management of Twydall Primary School in line with the vision of RMET and manage the day-to-day running of the school.  The head of school will:   * Contribute to and articulate the clear vision and strategic direction of Twydall Primary School to ensure continual and sustained school improvement. * Lead by example, with integrity, creativity, clarity and resilience. * Have ambitious standards of achievement for all pupils, including disadvantaged and SEND. * Provide a safe, calm and well-ordered environment for all pupils and staff. * Have delegated responsibility for the effectiveness of teaching and learning strategies across the school and their impact on learning outcomes from EYFS to KS2. * Exercise strategic, curriculum-led financial planning, within the constraints of the scheme of delegation to ensure the appropriate and equitable deployment of budgets and resources. * Lead and manage staff resources to create an ethos within which staff are motivated and supported to develop.   The head of school will be supported by 2 Assistant Headteachers, one with responsibility for SEND.  **LEADERSHIP & MANAGEMENT**   * Core Leadership Team member responsible for taking the lead on the development and implementation of agreed actions for Twydall Primary School under the direction and support of the Executive Headteacher. * Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge through the provision of training and CPD opportunities both collectively and individually. * Undertake self-evaluation and school improvement planning alongside the trust-wide policy and the strategic direction and ethos of the school. * Establish rigorous, fair and transparent systems and measures for managing the performance of all staff within the structures of RMET dealing with under performance effectively and supporting staff to improve and value excellent practice. * Ensure the schools’ systems and processes are well considered, efficient and fit for purpose. * Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities. * Manage fair and open deployment of delegated budgets and resources. * Support the implementation of trust-wide and school-level policies that comply with local government policy/initiatives and with statutory legal requirements. * Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing exemplary behaviours within school and within the local community. * Ensure that all child protection and safeguarding policies and procedures are fully implemented and followed by all staff, allowing sufficient resources and time are allocated to ensure they fulfil their responsibilities. * Expect ambitious standards for pupil achievement, overcoming disadvantage and advancing equality, with particular emphasis on SEND and PPG. * Monitor pupil outcomes’ and draw out patterns of underperformance in key groups to improve through an understanding of how pupils’ learn and successful classroom practice and curriculum design to support a wide range of learners. * Develop a strong and inclusive partnership with parents and carers to support pupils’ achievement and personal development. * Present a coherent account of the schools performance in a form appropriate to the range of audiences, including Executive Headteacher, CEO, Trustees, LGB, Ofsted, Local Authority representatives, Parents and Carers and other necessary stakeholders. * Delegated responsibility for the management of Health and Safety, co-ordinating and managing work under the Executive Headteacher.   **SPECIFIC RESPONSIBILITIES AND DUTIES:**   * Provide the day-to-day leadership and management of Twydall Primary School. * Lead the development and implementation of the school improvement plan and school self-evaluation process * Help to build and implement a shared vision across the trust and in particular across the 2 primary schools. * Lead the school Senior Leadership Team to create a culture of achievement and success. * Contribute to improvement planning, policy making and managing change as a senior leader within the Trust. * Work in partnership with other Heads of School in raising achievement and standards across the Trust. * Taking the lead in enhancing standards of teaching and learning which value enthusiasm and innovation in others. * Foster a culture in which excellent outcomes for all pupils and the key components of personalised learning are integral to the work of everyone in the school. * Understand and use progress and achievement data to drive initiatives and direction of enhanced curriculum development. * Encourage professional attitudes amongst teaching and support staff. * Facilitate and ensure the highest standards of teaching and learning are delivered across the school in line with the expectations of the Executive Head and the Trust. * Lead the development, monitoring and evaluation of the academy curriculum including projects and new initiatives. * Actively develop links with relevant external agencies for the provision of education to all pupils including disadvantaged and SEND. * Under the direction of the Executive Headteacher take a lead in the appointment and promotion of staff, staff planning and co-ordination of staff development where appropriate. * Work with all stakeholders to keep them informed of the financial and educational performance of the school, providing support and challenge where appropriate. * Contribute to the budget setting, cash flow management and other financial management processes under the direction of the Executive Headteacher. * Attend appropriate meetings to represent the school and Trust. * Attend LGB meetings, give presentations and contribute to Headteacher reports. * Promote and support extra-curricular provision and the broader life of the school, Trust and wider community. * Oversea the administration of the annual, termly and day-to-day routine operations of the school.   The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection procedures and the Council’s Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.  These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment  *This job description reflects the National Standards of Excellence for Headteachers (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers. The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teachers’ Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.*  *The appointment is also subject to other current educational and employment legislations and policies laid down by the Board of Directors under their powers derived from statutory sources* |