**Job Description – Head of School**

**Polehampton C. of E. Junior School, part of the Polehampton C. of E. Schools Federation**

**Job Purpose:**

* **To secure excellent outcomes for all pupils in the Polehampton C. of E. Schools Federation** by providing the day to day leadership of our Junior School. The Head of School will promote and support the vision and direction of the Federation.
* **To engender a 'pupil first' ethos, through our vision and values,** in all aspects of school life, leading by example and expecting the same from all staff.
* **To provide leadership, guidance and support** for all staff, using effective management to set high professional standards that enables the school achieve all its goals and to meet the needs of every learner.
* **To build excellence and professionalism** in all aspects of the school, by developing an empowered, motivated and highly competent staff and through them build a positive team culture that aspires to be outstanding in everything it does.
* **To take ownership** of every aspect of work undertaken within the school, delegating responsibilities where appropriate and ensuring that individuals are made accountable.
* **To support and build on the school's Church of England foundation,** promoting spiritual and moral development of all staff and pupils, including through Collective Worship

**Main Duties / Responsibilities**

**LEADERSHIP**

* Be accountable for ensuring the vision of the Federation implemented and embedded effectively within the school.
* Contribute ideas and recommendationsregarding aims, objectives, policies and targets to the Executive Headteacher (EHT) for the Governing Body to review and approve.
* Provide the EHT with evidence required to report to the Governing Body on progress against targets, the achievement of outcomes and the maintenance of standards. To provide information, advice and support at FGB meetings when required.
* With the Senior Leadership Team (SLT) and governors, implement the School Development Plan, and post-OFSTED, post-SIAMs action plans, along with associated policies.
* Facilitate the active participation of governors in your school’s day-to-day activities.
* Be accountable for the effective day to day leadership, management and internal organisation of the Junior school.
* Become established and respected in your senior leadership role, building trust and credibility with the EHT, governors, staff, parents and external stakeholders.
* Effectively complete the requirements for performance management of staff, ensuring that every member of staff has suitable aims and objectives and that their teams are empowered and appropriately supported to deliver the required learning outcomes and achieve targets.
* With the SLT, maintaining a drive for excellence by regularly evaluating the culture and internal organisation and teaching practice within the school.
* Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.
* Liaise with the EHT and governors in the recruitment and selection of teaching and support staff.
* Ensure all new staff members receive an induction programme appropriate to their role.
* Have oversight of daily classroom aspects of SEND, liaising with the SENco to ensure children receive excellent provision.
* Support the EHT and governors in creating and maintaining good working relationships amongst all members of the school community.
* Be familiar with the Ofsted inspection framework and application of these benchmarks to the school and staff's performance on an ongoing basis, using continuous improvement to ensure the school performs well when under inspection.
* Analyse and interpret national, local ad school data and inspection evidence, using this to inform practice, targets and teaching methodology.
* Work with the EHT and governors to manage the school’s delegated budget in line with the school’s financial procedure, school improvement plan and strategic vision.
* Work with the EHT in the effective and efficient use of existing resources, and the securing of additional resources, for the school.
* Support the EHT in ensuring that all school policies & procedures (including safeguarding) are regularly reviewed and updated and followed rigorously by staff and children.
* Working with the school admin team regarding expenditure and facilities management, optimising the use of school premises and facilities to ensure that it best supports the learning environment.
* Ensuring the safety and well-being of pupils and staff, including equality of opportunity without discrimination.
* Widen the pool of skills and resources available to support the school's educational aims by developing resource sharing and co-working with other schools.
* Ensure that effective cover is in place during times of their own absence or when they are otherwise engaged. Covering staff must know when they are on call and the rest of the school must be made aware when these contingency arrangements are in operation.
* Deputise for the EHT when required and undertake any other tasks the EHT may identify in emergency or time of need.
* Undertake any relevant professional duties delegated by the EHT.

**LEADING TEACHING AND LEARNING**

* Be accountable for leading on teaching and learning across the school, promoting high quality learning opportunities and the highest possible outcomes for children.
* With the SLT, across the Federation
  + Develop and manage an outstanding and innovative curriculum and learning environment that meets statutory requirements and the learning needs of all children.
  + Assign, manage and motivate subject leaders for each aspect of the curriculum.
  + Create an environment that inspires and motivates pupils to learn effectively and eagerly.
  + Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
  + Ensure that there is an effective and rigorous system for assessing, recording and reporting of children’s progress towards targets and outcomes.
* Effectively manage classroom-based teaching performance through monitoring, evaluating and improving teaching.
* Be an effective coach to ensure high quality teaching and positive behaviour.
* Ensure that all children make optimal progress, even where there are barriers to learning, through excellent systems and provision for all.
* Ensure that a system for monitoring and developing the quality of teaching and learning is in place.
* Ensure regular and effective communication with parents to allow them to best support their child’s development.
* Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.
* Ensure there are extended opportunities for pupils’ development, including beyond the school – for example, sports and choir involvement.
* Target the use of Pupil Premium funding to improve progress of pupils from low income families.
* Empower pupils to be active participants in school and to develop their love of learning.
* Ensure that IT and other suitable technologies are innovatively and appropriately utilized within the school to enhance the learning and teaching experience.
* Ensure that pupils with special needs and looked-after children receive appropriate levels of support on a day-to-day basis.
* Ensure that all pupils participate in a daily act of worship and receive the RE curriculum consistent with the school's CofE foundation.
* Keep abreast of educational developments, seeking new ideas and opportunities.

**Pupil & Staff Safety & Wellbeing**

* Secure the wellbeing and safety of all children and provide for the pastoral welfare of staff.
* Ensure that the school has effective pastoral policies and practices covering a broad - range of pupil and staff welfare matters.
* Understand and follow good practice regarding safeguarding and child protection.
* To report all matters of concern in line with the School’s procedures.
* Account for and communicate how the school has due regard for equality; eliminating discrimination, advancing equality of opportunity and fostering good relations.

**GENERAL DUTIES**

To undertake a teaching commitment at a level consistent with the needs of the Federation and the demands of the post.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher in consultation with the post holder to reflect or anticipate changes in the job.