



**The Community of Saints Church of England Federation
Job Description and Person Specification**

**Head of School – St Philip's C of E Primary School
Leadership Pay Scale: L12 to L17**

The post holder will report to the Executive Headteacher. Apart from other colleagues the main contacts of the job are the Executive Headteacher, Governors, Federation SBM, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

Main Purpose of the job

The Head of School will support the Executive Headteacher:

- Work within the federation to articulate and promote the vision and values for St Philip's C of E Primary School which take account of the federation's vision and of the diversity, values and experiences of the school and the communities it serves.
- Manage the day to day running of St Philip's C of E Primary School and support the Executive Headteacher in leading the school.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the School.

Qualities

The Head of School will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

Leading Learning and Teaching

Under the direction of the Executive Headteacher the Head of School will:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.



- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

Developing Self and Working with Others

Under the direction of the Executive Headteacher the Head of School will:

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the School's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture based on self-improvement within the school community and actively engage with other schools, especially the federated schools, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from colleagues, governors and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.



Leading and Managing the Organisation

Under the direction of the Executive Headteacher the Head of School will:

- Be responsible for the day to day running of the school.
- In partnership with the Executive Headteacher, create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- In partnership with the Executive Headteacher, produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- In partnership with the Executive Headteacher, ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Local Authority priorities.
- In partnership with the Executive Headteacher manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Securing Accountability

Under the direction of the Executive Headteacher the Head of School will:

- Work with the governing body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data are used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.



Strengthening Community

Under the direction of the Executive Headteacher the Head of School will:

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other schools in the federation and other diocesan schools.

The Head of School will be required to safeguard and promote the welfare of children and young people, and follow federation policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of School will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.