

Head of School Job Description – ISR 1-6

The range of duties and responsibilities for the post of Head of School is contained in the School Teachers' Pay and Condition Document.

Job Purpose

- To be responsible for the day to day leadership and management of the schools; within the context of local and national guidance and legislation; and in consultation with the Executive Headteacher and Governing Body
- To act as Designated Safeguarding Lead, being responsible for training staff, attending meetings/training, and co-ordinating responses to safeguarding issues
- To promote an environment which achieves high standards in all areas of the school's work
- To manage and organise the school to meet their aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards
- To help secure the commitment of the wider community to the schools

Major Tasks

Shaping the Future

- To work with the Executive Headteacher and Governors in reviewing and developing a federation improvement plan that aims to raise levels of achievement for all pupils and that creates the conditions necessary for all children to learn, make progress and feel proud of their achievements in line with the current school aims

Leading Learning and Teaching

- To provide inspiration and strong strategic leadership to the teaching team to ensure that the school continues to deliver the highest standards of learning across all areas
- To support curriculum development, within the context of statutory requirements, appropriate to the needs and aptitudes of all the pupils
- To ensure the curriculum is delivered with high standards that maximises achievement of pupils whilst minimising all forms of educational disadvantage
- To lead and advise curriculum subject leads in line with agreed school practice and new developments
- To provide an environment where all pupils celebrate diversity and inclusion across the curriculum, achieving their full potential, and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin
- To regularly monitor the progress of pupils in the school and provide reports for parents and governors

- To constantly review standards of achievement, ensuring targets for pupil attainment are met

Developing Self and Working with Others

- To supervise and participate in any arrangements for the performance appraisal of teaching and non-teaching staff, within agreed national and local frameworks
- To ensure that all staff in the schools have access to advice, training and induction appropriate for their needs
- To brief and update colleagues on relevant policy and practice through meetings and workshops
- To advise on and lead relevant training
- To be a leading teacher and an exemplary role model throughout the schools
- To motivate, support and direct your team to achieve the highest possible standards
- To regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other agencies (such as the Local Authority and Governing Bodies)
- To foster good working relationships with staff over both schools in the Federation
- To maintain a continuous dialogue with Executive Headteacher on all aspects of school work

Managing the Organisation

- Within the framework of the Council's Equal Opportunities Policy and in partnership with the Executive Headteacher, to participate in the selection and appointment of the teaching and non-teaching staff of the schools
- To effectively manage and deploy all teaching and non-teaching staff resources; allocation duties in accordance with conditions of employment
- To be responsible for school timetables, rotas, diaries and day to day organisation.
- To ensure that as far as possible, staff absence is covered and to delegate duties of the Head of Schools to other members of staff as appropriate
- To have due consideration of well-being
- To advise and assist the Governing Body of the Schools in exercising its function, including attending meetings of the Governing Body as appropriate
- To provide regular reports to the Governing Body in partnership with the Executive Headteacher on all aspects of the schools' performance as required or as specified
- To support the Executive Headteacher to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- To manage the day to day security and effective supervision of the schools' buildings, their contents and of the school grounds
- To ensure that day to day arrangements for out of hours security are in place and implemented. To liaise with other site users

- To ensure, in the absence of the Head of School and Executive Headteacher, that a senior member of staff assumes responsibility for the school and that this is communicated to all
- To manage and organise accommodation efficiently
- To exercise responsibilities under the Health and Safety at Work legislation and associated guidance, as laid down or amended by National, Council or School procedures
- To ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring all staff deploy best practice

Securing Accountability

- To collect and use a rich set of data to understand the strengths and weaknesses of the schools, this will include formal opportunities for teaching staff to moderate outcomes across both schools
- To monitor, evaluate and track pupils' learning to ensure pupils across both schools make the necessary progress
- To engage the schools' communities in the systematic and rigorous self-evaluation of the work of the schools, through compiling relevant data and analysing performance, using statistical analysis
- To observe colleagues at work, to improve their practice, and to inform future school development
- To ensure that planning and assessment are carried out in accordance with school policies
- To work with the Executive Headteacher to evaluate standards of achievement across both schools and to inform future needs
- To regularly review the work and organisation of the schools in order to monitor progress towards achieving set targets against relevant benchmarks of quality and achievement
- To ensure that high standards of professional performance are established and maintained, acknowledging excellence and challenging under performance at all levels
- To ensure individual staff accountabilities are clearly defined, understood and agreed.
- To work with the Executive Headteacher and governors to enable them to meet their statutory responsibilities

Strengthening Community

- To actively foster and maintain the ethos within the schools, and take account of the social and cultural needs of pupils from all the communities represented across the schools
- To actively support the links with the pre-schools
- To take responsibility for leadership of extended school activities. This includes ensuring a range of community based learning experiences and collaboration with

other agencies to ensure pupil and community needs are met. To be responsible for pupils during out of hours activities

- To plan public functions or events and to have responsibility for the organisation of various school events (e.g. sales, Sports Day etc.) in liaison with the relevant parties
- To ensure staff involvement with the Friends of Firle and Friends of Laughton
- To promote good behaviour among the schools' communities, in accordance with their discipline and anti-bullying policies and ensure good it is maintained at all times during the school day
- To encourage pupils to have a clear understanding of values, self-discipline, self-respect and respect for others.
- To establish positive relationships with all pupils in the school; to consult with them regularly and support and involve the School Council.
- To be committed to pupil's individual social and educational development.
- To work with governors and staff to strengthen and develop the ethos of the schools, allowing this to influence and shape all areas of the schools' work.
- To develop and encourage positive relations with parents in all communities. To ensure they are given regular and accessible information about the curriculum, the progress of their children and other matters affecting the schools. To actively involve and welcome parents into all aspects of school life.
- To develop effective links within the communities to extend the curriculum, enhance teaching and broaden learning opportunities.
- To liaise where appropriate with others schools and educational establishments, to share and/or adopt good practice. To support and assist pupils in making a successful transfer to secondary education.
- To ensure that strategic planning takes account of the diversity, values and experience of the schools and local communities.
- To actively promote the school as a centre of excellence for education and families in the local communities.

Christian distinctiveness

- Ensure that the Church of England character of Firle CE Primary School permeates the work of the school and the quality of relationships within the school;
- Ensure that appropriate Christian worship takes place in the school and that religious education is effectively delivered in accordance with relevant policies;
- Support the SIAMS (section 48 inspection of church schools) process through regular monitoring and evaluation of the school as a church school.

Safeguarding

This Federation is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment.

- To serve as the Designated Safeguarding Lead, and to work with the Deputy DSL.
- To co-ordinate and lead staff induction and INSET to ensure best practice in safeguarding.
- To review the school's safeguarding policies and procedures annually.
- Work with governors to ensure that policies, procedures and training in the school as set out in the statutory guidance "Keeping Children Safe in Education", DfE, September 2024, and "Working Together to Safeguard Children", Dfe, December 2023 are effective and comply with the law at all times.

Other Duties

- To undertake any other reasonable duties that may be required from time to time commensurate with the post of Head of Schools, including taking on the role of substantive Headteacher if required.

Note: The Governing Body expects all employees to have a full commitment to the Local Authority's Equal Opportunities Policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and to promote, the policy and to ensure that discrimination is eliminated within the service to the pupils, their parents and carers.