



## Head of School - Job Description

**Pay Range:** L23-L29

**Responsible to:** The Governing Body/Trust Board

### Main Purpose:

- To promote the education and welfare of children and young people at Chadsgrove School in accordance with the requirements set out in the current School Teachers' Pay and Conditions Document having due regard to the requirements of the National Curriculum, the School Aims and of all Policy Statements of the Governing Body.
- To promote and model the school's values and create a learning environment in which the resources of the school are effectively managed to secure the achievement of both children and staff.
- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils ensuring high standards of teaching and learning.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with all stakeholders.
- To create a safe and caring environment for all pupils and staff and to promote and safeguard the welfare of all pupils and staff.

### General Responsibilities:

- To lead the school ensuring it delivers a high quality broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught across all ages.
- To be responsible for the internal organisation and management of the school.

### Professional duties:

- Develop and provide leadership and direction of the school maintaining high standards and driving forward continuous improvement.
- Work closely with the Governing Body/Trust and other stakeholders to lead the school and drive forward the strategic direction and development of the school.
- Determine, organise and implement an appropriate curriculum and timetable for the school.
- Together with the Governors and Senior Leadership Team, lead the processes for school self-evaluation and improvement planning.
- Have overall management for all systems and staff in the school, delegating responsibility for elements of whole school management as appropriate, in line with the overall framework agreed with the Governing Body/Trust to senior staff and curriculum leads.
- Ensure that all staff have clearly defined responsibilities with clear lines of support to ensure that they are able to fulfil their professional roles.
- Monitor and evaluate the quality of educational provision in the school, ensuring high standards of professional performance are established and maintained.
- Supervise and participate in arrangements for the performance management of all staff.
- Implement strong practices for recruitment, retention and staff development.

**Partnership working:**

- Maintain and promote strong links with parent carers.
- Further develop existing links with partner schools, colleges and other educational settings.
- Ensure appropriate work experience opportunities are fostered to forge constructive relationships for children and young people for their life beyond school.
- Maintain and further develop partnerships with the Academy Trust (once established), LA, Health and other professional agencies including within the voluntary sector.

**Organisational management:**

- Ensure the protection and safety of pupils and staff through effective and robust approaches to safeguarding as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds and adherence to the school and Trust financial policies.
- Ensure staff are deployed and managed well with due attention paid to workload and well-being.
- Ensure rigorous approaches to identifying, managing, and mitigating risk are in place and assessments are regularly reviewed.

**Professional Development**

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of the whole school, different teams and departments and individual needs.
- Prioritise the professional development of all staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standards for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

**Note:** *This job description is not necessarily a comprehensive definition of the post, and the post-holder may be expected to undertake other duties as reasonably required. This job description should be reviewed annually or earlier, if necessary, subject to modification or amendment through consultation.*

Date: January 2025