

### Head of School - Job Description

<b>Job title</b>	Head of School – Glenleigh Park Primary Academy
<b>Accountable to</b>	Executive Headteacher
<b>Purpose</b>	<p>Work with the Executive Headteacher to:</p> <ul style="list-style-type: none"> <li>• Provide outstanding leadership which ensures continuing improvement and success with a focus on accelerating and sustaining pupil progress.</li> <li>• Lead through high expectation and aspiration; being prepared to challenge mediocrity and under-performance.</li> <li>• Model Aurora’s vision and values through own behaviour and language.</li> <li>• Manage resources to ensure the best outcomes for pupils</li> <li>• Promote and secure engagement and involvement with staff, parents and the local and wider community.</li> </ul>
<b>Salary Range</b>	L12-16
<b>Effective date</b>	From 1 <sup>st</sup> January 2019

#### Key Areas of Responsibility – working with the Executive Headteacher under these key areas

##### Strategic leadership and development

- Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all pupils
- Provide leadership in the development of innovative teaching and learning; including acting as a role model for all staff.
- Ensure that the vision and values of AAT are clearly articulated, understood and acted upon effectively by all staff.
- Involve others in the leadership of the school to embed a shared and distributed approach, including pupils.
- Collaborate with other Aurora academies to pursue and attain shared goals.
- Contribute to the development of the school's shared objectives and vision.
- Ensure that all statutory requirements are met.

##### Leading provision

- Ensure that the curriculum offered is relevant, challenging and meets the needs of all pupils in order to attain high standards.
- Embed a basic skills curriculum which ensures that pupils leave the school with relevant skills to access the next phase in their learning.
- Implement and keep under review the *Paragon* curriculum.
- Keep alert to the most recent developments in teaching and learning, including new technologies, in order to ensure that practice is up to date and, where possible, cutting edge.
- Monitor and evaluate teaching to ensure best practice, effectiveness and value for money.
- Ensure that tracking data is well used to monitor progress, challenge staff and engage pupils & parents.
- Use data to set rigorous and challenging targets for improvement, including those for attainment, progress and attendance.
- Develop and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self managing, including the management of pastoral care, pupil welfare and effective anti-bullying procedures.
- Maintain effective assessment, recording and reporting systems; both internally and externally.

### **Leading people**

- Together with the Executive Headteacher, provide leadership and direction for the Senior Leadership Team
- Work in partnership with the Executive Headteacher to appoint high quality staff.
- Create, maintain and sustain effective and professional working relationships with staff, including consultation with professional associations, as appropriate.
- Put in place effective line management and reporting mechanisms
- Embed an ethos of high expectation and aspiration which results in a staff setting and modelling challenge and expectation through teaching and interaction with pupils and parents.
- Ensure that all staff engage with performance reviews with an emphasis on staff taking responsibility for their own professional development.
- Where necessary, challenge under-performance through the use of transparent and fair protocols.
- Ensure that the professional development programme meets both whole school and individual needs.
- Involve all staff in decision-making, as appropriate, in order that all who work in the school are committed to its development.
- Develop the leadership skills of staff at all levels and of pupils.

### **Managing the organisation**

- Take responsibility for the internal organisation, management and control of the school
- Advise the Executive Headteacher and AAT's Financial Director on the annual priorities and formulation of the budget to ensure that the school achieves its objectives.
- Monitor the work of the school and all its policies and procedures within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control.
- Monitor and evaluate the use of finance and resources to secure value for money.
- Seek opportunities to maximise resources for the school and its community.
- Monitor the use of accommodation and site efficiently and effectively to ensure that it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive and safe learning environment for all.
- Create an awareness of environmental issues both within and beyond the school and help to develop best practice.

### **Accountability**

- Work collaboratively as appropriate with the Executive Headteacher, other Trust Leaders including the CEO, Members of the LAB and Trustees, to enable them to fulfill their monitoring, statutory and wider responsibilities.
- When required, produce regular and timely reports and provide information, support and objective advice to AAT on the educational, financial and community aspects of the school.
- Develop and sustain an organisation where all stakeholders recognise they are responsible for the success of the school; ensuring that individual accountabilities are clearly defined, understood, agreed and acted upon.
- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.
- Ensure that high quality and effective communication is maintained within and beyond the school and with stakeholders.
- Ensure that parents and carers are well informed about all aspects of the school and, in particular, about attainment, progress, attendance and targets for further improvement.

**Strengthening community**

- Ensure and encourage good relations between the school and its local community.
- Collaborate with parents/carers and with other agencies to ensure that the school meets the wider needs of its pupils, staff and the local community.
- Ensure that the school works closely with other schools, charter schools and academies locally, nationally and internationally, and with appropriate employers, further education and higher education.
- Ensure that the school works closely with the local authority and organisations in the business, public, private and voluntary sectors to meet the needs of pupils in the school.
- Develop the school as an asset for the local community, in line with AAT’s vision.

**Safeguarding**

- Ensure that the school complies with all national and local safeguarding requirements.

**Equality**

- Ensure that the school reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination.

**Note**

This job description is not exhaustive and may be changed at any time to meet the changing requirements of each Academy or AAT. This job description details responsibilities but does not direct any particular priorities or the amount of time to be spent carrying out these duties.

Signed on behalf of Aurora Academies Trust

Date

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(Print Name and Position below)

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Signed by Head of School

Date

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\_\_\_\_\_

(Print Name below)

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## Head of School Person Specification

Aspect	Requirement	Essential	Desirable
Qualification	Qualified teacher status	x	
	NPQH		x
	Further relevant professional studies		x
Experience	Experience of effective senior leadership	x	
	Senior leadership and management experience in more than one school		x
	Proven track record in bringing about improvement in pupil outcomes	x	
	Use of innovative approaches to the development of teaching and learning, including AFL and ICT	x	
	Successful involvement with, and management of, self-evaluation, planning and target setting	x	
	Experience of Ofsted processes	x	
	Leadership of staff professional development	x	
	Leadership of pastoral/pupil personal development	x	
	Successful partnership working with other schools and/or academies, external agencies and stakeholders	x	
	Track record in working with, and impacting on, parental engagement	x	
	Successful experience of human and financial resource management	x	
	Experience of effective collaboration with other education providers and agencies, including cross-phase partners	x	
	Experience of effective implementation and use of ICT to innovate learning	x	
Knowledge & understanding	Thorough knowledge and understanding of national priorities and current developments	x	
	In-depth knowledge of best practice in teaching and learning, including the use of ICT to support pupil achievement	x	
	Knowledge of curriculum and best practice in relation to EYFS, KS1 & KS2	x	
	Understanding and application of school improvement principles	x	
	Knowledge and understanding of the principles and practices of performance management of all staff	x	
	Understanding of issues related to schools in challenging or vulnerable contexts	x	
	Knowledge of current leadership issues and developments that could be adopted from educational and non-educational settings	x	
Abilities & skills	Demonstrable ability to manage change effectively	x	
	Ability to plan strategically and to monitor, evaluate and review all aspects of the school	x	
	Ability to lead, motivate, develop and inspire staff and encourage pupil and parental engagement	x	
	Ability to analyse and evaluate pupil data in order to set aspirational and challenging targets	x	

	Ability to develop an ethos and structure for managing behaviour which enables pupils to become independent and self-managing	x	
	Ability to work effectively as part of the school team and with governors, trustees, pupils, parents/carers, stakeholders and partners within, end beyond, the education sector	x	
	Ability to secure the commitment of all stakeholders to the vision and ideas of the school and AAT	x	
	Ability to work effectively with members of the local community in developing the school as a community resource	x	
	Ability to think strategically, creatively and to prioritise	x	
	Excellent communication (written, oral and presentation skills)	x	
	Excellent interpersonal skills	x	
	Excellent self-awareness and ability to manage self	x	
	Ability to proactively engage with a range of external partners and networks	x	
	Willingness to learn from others and to both seek and take advice	x	
Equality	Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	x	
	Ability to integrate equality policies into action	x	
	Demonstrable commitment to equality of opportunity and inclusive education	x	
	Experience of organising collaborative partnerships with other service providers to meet the needs of individuals and groups of pupils		x
Safeguarding	Knowledge of local and national safeguarding requirements	x	
	Evidence of having complied with and secure highly effective safeguarding	x	
	Ability to develop an appropriate environment which ensures the safety of all users of the school	x	
Other requirements	Resilience, the ability to work under pressure and to meet deadlines	x	
	A commitment to AAT's vision, values and ethos	x	
	A commitment to the academies programme	x	

Glenleigh Park Primary Academy and AAT are committed to safeguarding and promoting the welfare of pupils and we expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS and background identity checks, including the right to work in the UK.