



Head of School Job Description

Unity Federation

The Head of school is based at one school but works across the Federation. The Executive Headteacher has overall and strategic responsibility for the Unity Federation (Little Snoring, Colkirk, Sculthorpe) and is the Head of School's line manager. As an employee within a Federation, the post holder may be required to work at any of the schools.

Pay Range: L1-5 (depending upon experience)

Responsible to: Executive Headteacher

Purpose and Scope:

- To deputise for the Executive Headteacher, providing the safe, secure, and successful operation of the academy.
- To provide strategic leadership under the direction of the Executive Headteacher in order to secure the continued improvement and success of the academy.
- To develop and maintain strong working partnerships with the community, both parental and wider, to sustain their involvement in the academy, adding to the children's experiences and learning journey and moving the academy forward.
- Model by example positivity, excellence and high aspirations for all children and staff at all times.
- Promote and support the vision and direction of Unity Federation by providing the day today leadership to provide high quality education for its children and build success for all.
- Be the first point of contact for all stakeholders and external agencies in matters relating to the school.
- Make operational decisions for the school, in conjunction with the Federation SLT.
- Be an ambassador for all the schools in the Federation and promote and raise its profile in the wider community.

Vision, direction and development

- To ensure that the nature and Christian ethos of the federation are securely embedded
- Ensure that Unity Federation and DNEAT's vision and values are clearly articulated and highly visible throughout the academy, understood and embedded in daily practice

- To support the Executive Headteacher in developing and implementing both strategic and operational plans for securing the vision and direction of the school based on consultation with all relevant stakeholders
- To work with the staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes
- To work with the staff and governors to rigorously evaluate progress towards targets and outcomes
- To support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- To advise and support staff and governors in policy development and implementation

Teaching and Learning

- Fulfil the duties of a teacher as set out in School Teacher's Pay and Conditions document 2014 (and subsequent updates) and Teacher Standards (2012)
- Oversee the curriculum to ensure that it, both for the school and for the Federation, meets the needs of all learners and enables them to develop detailed knowledge and skills across all subjects, building on knowledge to secure deep learning and long-term memory.
- Ensure learning and teaching reflects the ethos and church school distinctiveness of the Federation and ensures the highest expectations of all staff and standards for all children.
- Ensure a consistent and continuous focus on children's achievement, effectively utilising systems for recording individual pupil's progress, and effective use of data and benchmarks to monitor progress in every child's learning.
- Lead Pupil Progress Meetings each half-term, ensuring every child's learning is maximised through various strategies.
- Have knowledge and an overview of the learning of every child in the academy, using this to inform decision-making.
- Monitor, evaluate and review classroom practice and promote, implement, and support improvement strategies.
- Give regular formal and informal feedback to colleagues in a way which recognises good practice and supports their progress against professional and appraisal objectives, resulting in a tangible impact on children's learning journey.
- Undertake a teaching commitment at a level consistent with the needs of the Federation and the demands of the post, which is usually teaching a class in the academy.
- Participate in appropriate meetings with colleagues and parents relating to the above duties.

Leadership and Management

- To liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff
- Carry out the Performance Management of your staff team
- Identify CPD needs of staff and ensure these are met
- Challenge underperformance at all levels and provide or broker support to improve practice where needed
- Support and lead Professional Development Sessions (PDS) within school
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community
- Support the Executive Headteacher to motivate and support staff by identifying and addressing areas for development and building on their strengths
- Promote the highest standards of courtesy and mutual respect, being a living embodiment of our Federation values
- Encourage and model initiative, teamwork and working in partnership
- Support the executive head teacher to develop and strengthen leadership across the schools
- Take responsibility for the day to day running of the schools in the Federation as appropriate
- Support the SENDCO by being a Designated Safeguarding Leader and having an overview of Safeguarding cases in the academy
- Ensure daily practices adhere to the highest standards of safeguarding
- Focus on attendance to ensure that all children in the academy have over 96% attendance
- Ensure effective teamwork and communication
- Ensure a safe, calm, and effective environment for all members of staff and children

Accountability

- Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- To work closely with the Executive Headteacher and with the Chair and members of the Local Governing Body as appropriate, building and sustaining a positive working relationship
- Provide information and support to the Executive Headteacher and to the Governing Body and evidence-based advice drawn from a strong knowledge of the school on a day-to-day basis
- Work with the Executive Headteacher to ensure that the school staff and governors collect, receive, and use performance data to support school improvement and raised levels of achievement
- Work with the Executive Headteacher to write, coordinate and update the Single Change Plan or Academy Development Plan and collect evidence to support judgments made in evaluating the school's success.

- Work with the Executive Headteacher to update the Termly Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgments made in evaluating the school's success

Partnership

- To develop and encourage working partnerships with Parents and Carers and families
- To develop and encourage an effective partnership with the community drawing upon the strengths and expertise of all stake-holders, sharing information and ideas and working collaboratively
- Create and maintain creative partnerships with professional agencies in order to secure improved academic and social outcomes for children
- Influence the profession through supporting trainees to ensure high quality teachers enter both teaching and the academies
- To encourage and facilitate inter-school links and events of mutual benefit to the schools in the Unity Federation
- Be proud of and champion the whole of Unity Federation.

General Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality, and data protection.
- Carry out duties with the due regard to the Trust's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To support and participate in Federation activities which reflect the Christian ethos of the academies.
- Support and facilitate the events that involve children, families, and the community beyond the school day.
- Undertake other similar duties and activities that fall within the grade and role as may reasonably be required by the Executive Headteacher.

Working Time / Review

This job description sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties but does not direct the particular amount of time to be spent carrying these out. There are not definitive working time arrangements in the national conditions of employment.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Federation in relation to the post holder's professional responsibilities and duties.

Signature:.....(postholder)

Signature:.....(Executive Headteacher)

Signature:.....(Chair of Governors)

Review date:.....