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**HEAD OF SCHOOL JOB DESCRIPTION**

**Line Manager: Executive Headteacher**

**JOB PURPOSE**

* To manage the school efficiently and effectively on a day-to-day basis under the direction of the Executive Head Teacher
* To deputise for the Executive Head Teacher at the named school and carry out fixed term exclusions as appropriate.
* To have a central responsibility for raising standards for learning and teaching
* To monitor and evaluate the effectiveness of learning outcomes and promote a successful learning culture which will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.
* To uphold and promote the Church of England foundation.
* To deputise for the Executive Head Teacher at the named school

**SHAPING THE FUTURE**

* Inspire, challenge, motivate and empower others to improve the quality of teaching and learning
* Motivate others to create a shared learning culture and positive climate
* Model the values and visions of the school
* Deliver operational plans within the School Strategic Plan under the direction of the Executive Head Teacher
* Review and amend teaching and learning related policies in consultation with the Executive Head Teacher

**LEADING TEACHING AND LEARNING**

* Demonstrate personal enthusiasm for and commitment to the learning process
* Demonstrate the principles and practice of effective learning and teaching as the senior lead teacher in the school
* Ensure a continuous and consistent school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress
* Establish creative and effective approaches to learning and teaching, which respond to the needs of the learning community
* Monitor, evaluate and review classroom practice and promote improvement strategies through monitoring and observation in conjunction with the Executive Head Teacher
* Challenge underperformance at all levels and ensure corrective action

**DEVELOPING SELF AND WORKING WITH OTHERS**

* Develop and maintain effective strategies and procedures for appraisal and performance review of all teaching staff and support staff
* Develop and maintain a culture of high expectations for self and others
* Ensure effective planning, allocation, support and evaluation of work of teams and individuals
* Give and receive effective feedback and act to improve personal performance
* Set agenda for the term’s actions and staff training in conjunction with the Executive Head Teacher and lead professional development meetings as agreed

**SECURING ACCOUNTABILITY**

* Develop a school ethos based on the co-operative values that enables everyone to work collaboratively and effectively to promote a sense of ‘team’
* Be accountable to the Executive Head Teacher for delivery of the roles and responsibilities of the Head of School
* Ensure individual staff accountabilities and roles are clearly defined, understood and agreed and inform the Executive Head Teacher of any concerns
* Be designated child protection officer responsible for safeguarding pupils at the school
* Have responsibility for implementing attendance policy and address attendance issues with families as necessary
* Produce ‘Head of School’ reports to governors as required

**STRENGTHENING COMMUNITY AND COMMUNITY COHESION**

* Build and maintain effective relationships with parents, carers, partners and the community, which enhance the learning experience of all pupils
* Recognise and promote the richness and diversity of the school community
* Be available for parents/carers to discuss issues and concerns
* Listen to, reflect and act on community feedback
* To have responsibility for writing the school newsletter
* Hold new parent/carer meetings and other interviews and meetings with parents/carers as needs and issues arise