

Maylandsea Primary School

Job Description – Head of School



Enjoy and Achieve'

Overall responsibilities

The Head of School is a key driver of school improvement, and is also responsible for the efficient day-to-day running of the school.

The post holder will maintain excellent working relationships with the executive headteacher, the trustees of the MAT, the local governing body, staff, parents and carers.

He or she will present a consistently positive image of the school whilst upholding public trust and confidence.

Professional duties

The professional duties of a Head of School involve working in close co-operation with the Executive Headteacher to carry out all aspects of school leadership and management:

Aims, communication, organisation and professional development

- Help to formulate and implement the aims and objectives of the school.
- Take a key role in appointing staff.
- Manage and organise staff, especially on a day-to-day basis.
- Communicate effectively to ensure that all staff receive the information they need in order to carry out their professional duties effectively.
- Play a key role in managing the professional development of staff
- Communicating clearly with all stakeholders, especially parents, carers and governors

Curriculum

- Organise and implement an appropriate curriculum for the school, tailored to the needs, experiences, interests, aptitudes and stage of development of pupils.

Planning and Review

- Play a key role in implementing and monitoring school improvement plans and curriculum development plans.

Ensuring high standards of teaching and learning

- Play a key role in evaluating the standards of teaching and learning in the school
- Monitor lessons, carry out learning walks, scrutinise pupils' book and provide clear and accurate feedback to staff based on your sound professional judgements
- Ensuring that high standards of professional performance are established and maintained.

Performance management, training, development and induction of staff

- Take a leading role in managing the performance of teachers and support staff in the school.
- Implement induction training with new staff
- Ensure that all staff in the school have access to appropriate advice and training

Safeguarding

- Implement child protection procedures, guidance and legislation in respect of safeguarding children.
- Demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- Act as one of the school's Designated Safeguarding Leaders
- Maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.
- Understand, implement and comply with the DfE document 'Keeping Children Safe in Education' and all other key safeguarding documentation

Pupil progress and assessment

- Act as the school's assessment leader
- Support, train and monitor staff to carry out assessment processes
- Take a leading role in pupil progress meetings
- Ensure that the progress of all pupils of the school, including vulnerable groups, is carefully monitored and recorded.

Discipline

- Play a leading role in the maintenance of good order and discipline and implement the school's behaviour policies

Relations with parents

- Ensure that parents are kept well informed about all aspects of their children's life at school, including the curriculum and pupils' progress.

Relations with other bodies and schools

- Promote strong and effective relationships with other groups, particularly the local community, local schools and schools in our MAT

Relations with the Local Governing Body

- Advise and assist the local governing body and Trustees of the MAT in the exercise of their functions.
- Work cooperatively with governors including attending governing body meetings, preparing reports for governors and facilitating governor monitoring visits

Resources

- Play a key role in allocating, controlling and accounting for financial and material resources of the school.

Premises

- Support the Executive Headteacher in making arrangements for the security and effective supervision of the school site

Absence

- Manage staff absence on a day-to-day basis, ensuring that appropriate arrangements are made for covering classes
- Ensure arrangements are in place for PPA cover

Teaching

- Participating, to such an extent as may be required, in the teaching of pupils at the school.