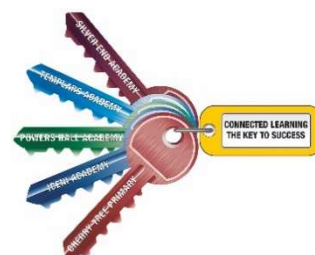


CONNECTED LEARNING MULTI ACADEMY TRUST

Chief Executive Officer: Mrs J M Bass
Chair of Board of Trustees: Mr R Costin



JOB DESCRIPTION FOR HEAD OF SCHOOL

Purpose of Job:

To provide day to day management for Powers Hall Academy ensuring continual improvement and high quality, engaging and fulfilling education for all pupils and further development in standards of teaching, learning and achievement in accordance with statutory requirements.

Responsible to:

The Head of School reports to the CEO and is responsible for all aspects of the school's operation and the standards achieved.

Responsible for:

The Head of School is responsible for:

- the effective and overall management of the school.
- Ensuring the provision of academic leadership and strategic vision and for the quality of education, both in terms of provision and outcomes.
- Expected to lead the school in line with the national standards for headship.
- Leadership and management of all staff
- Designated Safeguarding Lead

Working to the professional duties set out in the School Teachers' Pay and Conditions Document:

- To work with the Executive Headteacher in the strategic planning, development and promotion of the collaboration.
- To provide leadership at the highest level for all aspects of school life.
- To attend all Senior Management meetings in respect of Powers Hall Academy as required.
- To be responsible for the day to day running of Powers Hall Academy on an operational level including timetabling, monitoring, attendance and behaviour.
- To regularly brief, consult and take direction from the Executive Headteacher on the day to day running of Powers Hall Academy.

- To have an overview of the curriculum in the school, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment.
- To regularly monitor the quality of teaching and learning in Powers Hall Academy and use evaluation of the monitoring information to help set the direction of future plans.
- To provide guidance and advice to pupils and their parents on educational matters.
- To be responsible for tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential.
- To ensure all statutory requirements for assessment, recording and reporting are met.
- To represent the Executive Headteacher in meetings as required by the Executive Headteacher.
- To be responsible for performance, appraisal and assessment of staff as required and ensure all staff have access to quality training and support.
- To assist the Executive Headteacher in the selection and appointment of staff.
- To be responsible as required by the Executive Headteacher for the organisation of staff meetings at Powers Hall Academy, ensuring that the sessions are linked to any post Ofsted action plan and involve professional development opportunities for all staff, including opportunities for inter-school learning.
- To provide information on the performance of Powers Hall Academy to the Executive Headteacher.
- To work with the Executive Headteacher to secure rapid and effective progress on actions contained within the latest Ofsted report, Action Plan and the School Improvement Plan.
- To have responsibility and commitment for safeguarding and promoting the welfare of pupils at Powers Hall Academy including ensuring the requirements of the Single Central Record are fulfilled, absence is regularly monitored and issues addressed.
- To support the school in meeting any legal requirements for the curriculum e.g. for Collective Worship.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

- As part of the Connected Learning Multi-Academy you may be required to work or attend at any of the other schools in the trust.

The Head of School will lead the Senior Team and distribute leadership responsibilities to ensure that all key aspects are covered. The CEO, CLO, COO and Business Centre Management team are central office appointments and are available to assist in any aspect of the leadership and management of the school

To undertake any other duties as required by the Executive Headteacher.

Undertaking other duties as may reasonably be assigned by the Executive Headteacher, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility as the school develops.

Connected Learning Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. They are also committed to reducing radicalisation and Prevent Duty.