

## Holy Trinity CofE Primary School 2022-23



### Post Title: Head of School

**Purpose of the Role:** Primarily to support the school's mission:

*Christ Church and Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our school.*

This Leadership post has a range L14 to L18 on the leadership pay scale. The post holder is accountable to the Executive Head.

### Strengthening the Federation

1. Be a key leadership face of the school for all stakeholders and make leadership decisions in the absence of the Executive Head.
2. Articulate and promote our educational vision and values of the federation. Model the expectation for excellence for all areas of school work.
3. Motivate and lead staff to deepen the shared culture and positive climate for staff, families, and children.
4. Always support the school's positive ethos. Work with the whole staff to maintain a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
5. Attend and participate in whole school and federation events.

### Managing the Organisation

1. Work in very close partnership with the other Head of School and support the Executive Head Teacher in the effective day to day management of the school. Help set the learning timetables for classes. Where necessary teach classes if their teacher is absent to ensure a consistent experience for children.
2. Implement strategies which secure high standards of behaviour and attendance, and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
3. Be involved in key smooth management roles in the school including inducting and mentoring staff, implementing health and safety policies, leading assemblies and staff meetings, hosting and organising whole school events such as open afternoons and workshops, and responding to the views, needs and requests of children, staff, parents, governors and visitors as required.
4. Work with Executive Head Teacher to lead school's policies and procedures including safeguarding.

## **Securing Accountability**

1. Work with the other Head of School, Executive Head Teacher and Assistant Head Teacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
2. Work with the other Head of School and Executive Head Teacher in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in the core areas including those at the end of each key stage.
3. Monitor, evaluate and review classroom practice and promote improvement strategies.
4. Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
5. Challenge underperformance at all levels and ensure effective corrective action and follow-up.

## **Leading Learning and Teaching**

1. In partnership with the Executive Head Teacher the Head of School will lead a learning community; search for excellence in teaching and learning which recognises pupils' individual worth.
2. Lead the school community in promoting positive attitudes to learning amongst pupils and staff.
3. Encourage the school-to-school shared working in relation to excellent and progressive pedagogy and curriculum development.
4. Lead in accessing, analysing, and interpreting information to inform planning for improvement.
5. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

## **Director of a Core Curriculum Subject Across the Federation**

1. Take a leading role in the senior management team by having special responsibility for the teaching of a core subject including curriculum intent and supporting teachers to teach these subjects effectively.
2. Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children, providing and promoting models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.

3. Support creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others.
4. Lead middle leaders appointed to positions of aspects of development work. Form specific development plans with them.
5. Lead teachers on duties of assessment (supported by consultative teacher) in accordance with the school's aims and policies. Ensure teachers set clear targets for children's learning and use assessment information to inform all aspects of planning.
6. Display commitment to raising standards and accelerating pupil progress.
7. Help develop ways in which we keep parents informed about their child's progress.
8. The Head of School will be responsible for collating evidence for specific sections of the school's Self Evaluation Form and termly governor's report especially those relating to standards and attainment.

### **Developing Self and Others**

1. To undertake professional development and research.
2. Help to develop, lead and participate in staff training.
3. Attend team meetings and engage in professional friend meetings.
4. Positively embrace professional development.
5. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
6. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
7. Regularly review own practice, set personal targets and take responsibility for his/her own personal development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job title is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade.

February 2022