



Post Title:		Head of School
Job Purpose:		To provide dynamic and strategic direction, leadership and accountability at the Academy in respect of all aspects of Teaching & Learning and the day-to-day management of the academy
Reporting to:		Chief Executive Officer, Board of Directors and Local Governing Body
Responsible for:		The provision of a full learning experience and support for pupils
Salary/Grade:		Leadership L24-L28
MAIN (CORE) DUTIES: <i>The job description below will be developed to suit the skills of the successful candidate</i>		



<p>General</p>	<ol style="list-style-type: none"> 1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers. 2. To be wholly responsible for teaching and learning across the academy. 3. To meet the National Standards for Head Teachers as published by the DfE. 4. To achieve any performance criteria, objectives and targets agreed with or set by the Academy's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
<p>Specific</p>	<ol style="list-style-type: none"> 1. To provide dynamic and strategic direction and leadership for Teaching and Learning across the academy. 2. Maintain a commitment among pupils, staff and parents to the academy's mission in partnership with the Local Governing Body and through the example of personal conviction. 3. To develop and deliver a vision of school improvement and to lead the staff and Local Governing Body and Directors in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation. 4. To lead the Academy in achieving excellence with a focus on continuous improvement and raising standards with particular reference to academic performance. 5. To lead in the provision of a first class curriculum. 6. To lead in the provision of all aspects of Safeguarding. 7. To lead in the provision of Pastoral Care and Student Support. 8. Implement strategies which secure high standards of behaviour and attendance. 9. To lead the academy through rigorous self-evaluation, including quality assurance and performance management at all levels. 10. To develop, inspire and motivate effective teams in order to raise standards across the academy. 11. To ensure the resources are well managed and allocated in accordance with the budget setting process, providing regular updates and reports to governors.

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| | <p>12. Hold line management responsibility for the Senior Leadership Team.</p> <p>13. To be responsible for key plans and documents such as school self-evaluation, school improvement plans, Quality Assurance documents, Head of School Reports to LGB and Directors etc.</p> <p>14. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.</p> <p>15. Build and maintain strong relationships with pupils, parents, staff, governors, directors and the whole community.</p> <p>16. Participate in arrangements for Head of School Teacher Performance Management.</p> <p>17. Be a full and active member of the Trust's Executive Leadership Team.</p> <p>18. Ensure that the Trust's policies and procedures are implemented across the Academy</p> <p>19. Ensure equality of opportunity for all.</p> |
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Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
- This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

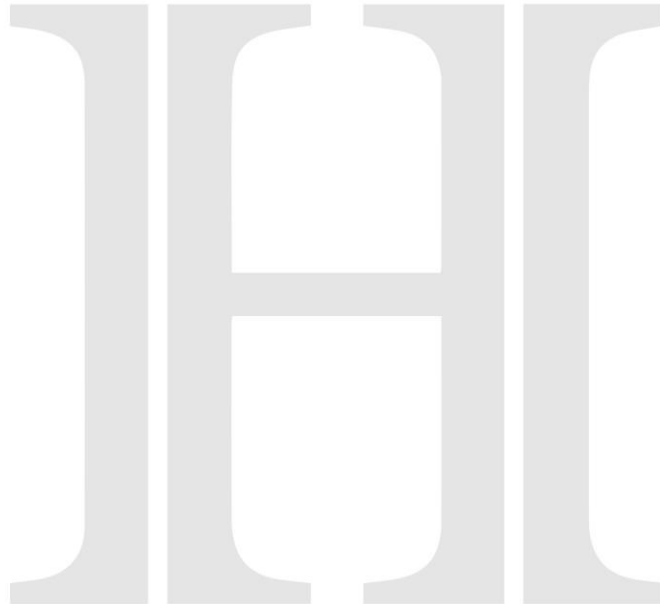


The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Hurworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS check.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Please note that a copy of the School's Pay Policy is available on the school website.

January 2022





PERSON SPECIFICATION – HEAD OF SCHOOL

By the time of appointment to this post, essential criteria listed below will have been fulfilled:

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Recognised Management qualification	AF/C
	E2	NPQH or LPSH qualification	AF/C			
Experience & Knowledge	E3	Experience as a Head Teacher/Head of School /Deputy Head Teacher or senior education leader.	AF/I/R			
	E4	Experience of at least two national curriculum key stages.	AF/I/R			
	E5	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole pupil.	AF/I/R			
	E6	Experience of managing, developing, inspiring and motivating staff.	AF/I/R			
	E7	Demonstrable success in raising standards and meeting challenging targets.	AF/I/R			



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E8	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E9	Experience of presenting high quality, strategic information to Governors & Directors, and supporting their role as a “critical friend”.	AF/I/R			
	E10	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF/I/R			
Skills	E11	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E12	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I/P			
	E13	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E14	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			
	E15	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E16	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			
	E17	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
Personal Attributes	E18	High personal standards of integrity and probity.	AF/I			
	E19	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E20	Be confident, positive and approachable.	I/P			



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E21	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and Directors and others.	AF/I/R			
	E22	Have consideration of the views of others	AF/I/P			
	E23	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E24	Ability to create a learning culture within the organisation, which is recognised by staff, pupils and parents.	AF/I			
	E25	Commitment to personal development.	AF/I			
	E26	Be able to understand and develop your own emotional intelligence.	AF/I/P			
	E27	The ability to communicate at ease with children and provide guidance in accurate spoken English	I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Special Requirements	E28	Be willing to work outside normal hours.	AF/I			
	E29	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E30	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure