

## JOB DESCRIPTION

**Job title:** Head of School - Christ Church Upper Armley C of E Primary

**Salary Scale:** L10-L15

**Reporting to:** Executive Principal (Primaries)

### Overall purpose of the post:

The Head of Academy will:

- promote and support the distinctive vision and direction of the Academy by providing the day to day leadership that will enable it to build success and provide high quality education for its pupils.
- lead and manage the Academy on a day to day basis.
- be the first point of contact for all stakeholders and external agencies in matters relating to the Academy.
- will be an ambassador for the Academy to promote and raise its profile in the local and wider community.

The Executive Headteacher for Primaries has overall and strategic responsibility for the Academy, will support and advise the Head of Academy, and is their line manager.

### Key responsibilities:

The Head of Academy will work with the Executive Headteacher to:

- continue to raise standards of achievement
- uphold and promote the Christian character and ethos of the academy
- be responsible for all day to day management of the pupils, staff, adult users, resources and buildings
- promote and secure the achievement and well-being of all pupils and adults, including their spiritual development
- provide an environment in which all staff and pupils are enabled to achieve success and to build towards achieving their potential
- ensure the effective management of pupils' behaviour
- support staff, parents and carers in promoting good behaviour
- be responsible on a day-to-day basis for the internal organisation, management and control of the Academy
- consult, as appropriate, with the Governing Body, the staff of the Academy, the pupils and the parents and carers of its pupils
- effectively manage, encourage, develop and support staff and actively and visibly demonstrating responsibility towards them
- be closely involved in recruiting, retaining and deploying staff appropriately so that the goals and targets for the Academy can be achieved

### Key Tasks:

#### *Educate*

##### Teaching & Learning

- Ensure that learning is at the heart of strategic planning and resource management.
- Ensure that statutory requirements for the National Curriculum and Religious Education are met and that all pupils are enabled to access a broad, balanced and relevant curriculum.

- Ensure that the curriculum and pastoral care of the Academy is appropriate to the pupils' differing experiences, interests, aptitudes and backgrounds.
- Give priority to developing high quality teaching and learning across the Academy.
- Ensure the Academy environment, including each classroom environment, reflects and supports high quality learning.
- Create a culture and ethos of challenge and support where all pupils can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- With the Executive Headteacher, ensure that a system for monitoring and developing the quality of teaching and learning is in place.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- In support of the Executive Headteacher act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Demonstrate the Academy's values in everyday work and practice.

### **Achievement/Progress**

- Maintain a consistent and continuous focus on pupils' achievement and attainment, making sure that assessment for learning is good throughout the Academy and that all teaching staff use data effectively.
- With the Executive Headteacher, ensure that there is an effective system for assessing, recording and reporting of pupils' progress.
- Ensure that Academy's reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning.
- Provide information and support to the Executive Headteacher and to the Governing Body and give advice based on a well-grounded and practical knowledge of the Academy on a day to day basis.
- Work with the Executive Headteacher to ensure that the Academy staff and Governors collect and receive and use a range of performance data to support Academy improvement and raised levels of achievement.
- Work with the Executive Headteacher to update regularly the Self Evaluation Form (SEF) for SIAMS and Ofsted.
- Update the School Improvement Plan regularly and collect evidence to support judgments made in evaluating the Academy's success
- Work with senior leaders, staff and governors to rigorously evaluate progress towards targets and outcomes.
- Work with senior leaders, staff and governors to translate the Strategic Plan for the Academy into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the Academy and community.

### **Nurture**

- Develop and implement effective policies for ensuring that pupils' behaviour is appropriate and supportive to their own learning and the learning of others.
- Implement strategies that maintain high standards of behaviour and attendance.
- Regularly lead whole school collective worship and promote the centrality of this within the Christian character of the school and in supporting the spiritual development of the school community.
- Promote the highest standards of courtesy and mutual respect amongst all members of the academy community.

### ***Empower***

#### **Staff**

- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support Academy succession planning.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Encourage and model initiative, team work and working in partnership.
- Develop and strengthen leadership, including middle leadership, across the Academy.
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements.
- Ensure that all statutory requirements are published upon the Academy website, including the Academy's aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
- Ensure that the academy website and on-line communication tools are regularly updated and maintained to a high standard to promote the Academy within the local, national and global community.

#### **Students**

- Ensure that all staff and pupils contribute towards building and maintaining a positive learning and working environment for all.

### ***Partnership***

- Ensure that the Academy works closely with parents and carers, with the community including the church at parish and diocesan levels and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils at the Academy.
- Liaise with the Executive Headteacher and Governors in the recruitment and selection of teaching and support staff.
- Support the Executive Headteacher and Governors in creating and maintaining good working relationships amongst all members of the Academy community.
- Deputise for the Executive Headteacher at whole Academy events/meetings when required to do so.
- Work with the Executive Headteacher and the Governing body on setting and using the Academy budgets to deliver a quality education and to meet the objectives of the school improvement plans.
- Manage the agreed budget on a day to day basis ensuring effective administration and value for money.
- Monitor the budget and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.
- Support the Executive Headteacher in securing additional and sufficient resources for the Academy.
- Ensure that all adult users of the Academy and site are aware of and adopt safe practices and that all activities comply with current legislative requirements.
- Work closely with the Executive Headteacher and with the Chair and members of the Governing Body as appropriate and build and sustain a positive working relationship.
- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between schools in the Abbey Multi-Academy Trust and the wider school communities
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals
- Ensure that all Academy policies are regularly reviewed and updated and that staff and Governors are involved in this process.

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- Develop both strategic and operational plans for securing the vision and direction of the Academy based on wide consultation with all relevant stakeholders.
- Work with the Executive Headteacher, Governing Body and other key stakeholders to ensure the Academy's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Advise and support staff and Governors in policy development and implementation.

### Other duties:

- To provide an excellent role model for colleagues and pupils, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust.
- To undertake any professional duties reasonably delegated by the CEO/Executive Principal.
- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to pupils, colleagues, parents/carers and the wider community.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

### Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the CEO/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the Academy Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:  
(Please print)

Signature:

Date:

**HEAD OF SCHOOL  
PERSON SPECIFICATION CRITERIA**

<b>Qualifications</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Qualified teacher status for England (or equivalent)	A	R				
2	Relevant degree (or equivalent)	A	R				
3	NPQH or further professional qualification				A		
4	Recent, relevant professional learning and development	A	R				
<b>Professional knowledge, skills and abilities</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Demonstrable success in raising standards and meeting challenging targets	A	R	I			
2	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I			
3	Be E-confident and able to understand and sell the benefits of ICT and future technology in an education context	A	R	I			
4	Ability to set appropriate targets for the improvement of Academy performance and how to establish, monitor and evaluate an action plan in relation to those targets	A	R	I			
5	Ability to interpret and implement new legislation, polices and directives	A	R	I			
6	Ability to analyse information from a wide variety of sources and solve complex problems	A	R	I			
7	Ability to demonstrate sound leadership in managing transition between key stages for students across the Academy and with partner schools and academies	A	R	I			
8	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A	R	I			
9	Ability to provide clear educational vision and direction	A	R	I			
10	Ability to work in partnership with senior leaders and governors	A	R	I			
11	Ability to analyse and use pupil data on attainment and progress to raise standards	A	R	I			
12	Secure knowledge of statutory requirements relating to curriculum and assessment	A	R	I			
13	Knowledge and understanding of the statutory inspection frameworks – SIAMS and Ofsted	A	I				

Experience		ESSENTIAL			DESIRABLE		
1	Successful experience as a Head Teacher/Deputy Head Teacher or senior education leader within the primary sector	A	R	I			
2	Experience of at least two national curriculum key stages	A	R	I			
3	Experience of developing a highly exciting and innovative curriculum which is personalised to the needs of the whole student	A	R	I			
4	Experience of managing, developing, inspiring and motivating staff	A	R	I			
5	Experience of supporting the management of significant organisational development and change	A	R	I			
6	Experience of presenting high quality, strategic information to Governors and supporting their role as a 'critical friend'	A	R	I			
7	Experience of implementing effective student tracking systems to ensure that students of all levels of ability achieve their full potential and beyond	A	R	I			
8	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	A	R	I			
9	Experience of budgetary management at whole school level				A	R	
10	Experience of working in a church school				A	I	
11	Experience of leading curriculum innovation	A	R	I			
Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	A willingness and ability to fully support the Christian character, ethos and values of the Trust	A	R	I			
2	High personal standards of integrity and probity	A	I				
3	Enthusiasm, vision, drive, adaptability and resilience	A	R	I			
4	Be confident, positive and approachable	A	R	I			
5	Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others	A	R	I			
6	Have consideration of the views of others	A	I				
7	Advocate a sound educational philosophy with the ability to translate into practice	A	I				
8	Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers	A	I				
9	Commitment to personal development	A	I				
10	Be able to understand and develop your own emotional intelligence	A	I				

11	Strong commitment to raising standards	A	I			
12	Ability to remain positive and enthusiastic, including when under pressure	A	I			
<b>Additional Requirements</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>	
1	Be willing to work outside normal hours	A	I			
2	To be flexible in order to meet the demanding nature of this role	A	I			

**The criteria will be evidenced as indicated below:**

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.