Pioneer 'Head of School' Role Description

The range of duties and responsibilities for the post of Head of School is contained in the School Teachers' Pay and Condition Document.

Grading: L1-L6

This role will have a teaching responsibility and /or class cover responsibilities. *(the frequency of teaching commitments may vary depending to NOR at the school and needs of the school)* ***(GST- 1 day a week teaching role)***

Core Purpose

- The core purpose of this role is to work alongside the Pioneer Headteacher to provide professional leadership and management of the school that promotes a secure foundation from which to achieve high standards in all aspects of the school's work.
- To ensure the safety and wellbeing of all pupils at all times.
- To be responsible for the day to day professional leadership and management of the school; within the context of local and national guidance and legislation; and in consultation with the Pioneer Headteacher.
- To promote an environment which achieves high standards in all areas of the school's work.
- To manage and organise the school to meet its aims and targets.
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards.
- To help secure the commitment of the wider community to the school.

Key Responsibilities

Strategic Direction- as advised by the Pioneer Headteacher.

- To work with the Pioneer Headteacher in reviewing and developing a school development plan that aims to raise levels of achievement and expectation for all pupils and that creates the conditions necessary for all children to learn, make progress and feel proud of their achievements in line with the current school aims.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment as advised by the Pioneer Headteacher.
- Develop, implement and evaluate the school's policies, practices and procedures. Be responsible for the updating of main school policies and ensuring stakeholder awareness as advised by the Pioneer Headteacher.

Leading Teaching and Learning- as advised by the Pioneer Headteacher.

- To provide inspiration and strong strategic leadership to the teaching team to ensure that the school continues to deliver the highest standards of learning across all areas.
- To be the curriculum lead for the school, as advised by the Pioneer Headteacher.
- To support curriculum development, within the context of statutory requirements, appropriate to the needs and aptitudes of all the pupils.
- To ensure the curriculum is delivered with high standards that maximises achievement of pupils whilst minimising all forms of educational disadvantage.
- To lead and advise Curriculum Co-ordinators (alongside the other Federation HOS) in line with agreed school practice and new developments.
- To provide an environment where all pupils achieve their full potential, and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin.

- To regularly monitor the progress of pupils in the school and provide reports for parents and governors.
- To review standards of achievement ensuring targets for pupil attainment are met.
- Monitor, evaluate and review classroom practice and school improvement strategies.
- Ensure that appropriate daily assemblies takes place in the school.
- Be an excellent teacher, modelling expectations.

Managing the Organisation- as advised by the Pioneer Headteacher.

- Within the framework of the Council's Equal Opportunities Policy and in partnership with the Pioneer Headteacher, to participate in the selection and appointment of the teaching and non-teaching staff of the school.
- To effectively manage and deploy teaching and non-teaching staff resources; allocating duties, in accordance with conditions of employment.
- To be responsible for school timetables, rotas, diaries and day to day organisation.
- To ensure as far as possible that staff absence is covered and to delegate duties of the Head of School to other members of staff as appropriate.
- To have due consideration for staff well-being.
- To advise and assist the Governing Body of the school in exercising its function, including attending meetings of the Governing Body, as appropriate.
- To provide regular reports to the Governing Body in partnership with the Pioneer Headteacher on all aspects of the school's performance as required or specified.
- To support the Pioneer Headteacher to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To manage the day to day security and effective supervision of the school buildings, their contents and of the school grounds.
- To ensure day to day arrangements for out of hours security are in place and implemented.
- Ensuring Ofsted evidence folders are up to date.
- To manage and organise accommodation efficiently.
- To exercise responsibilities under the Health and Safety at work legislation and associated guidance as laid down or amended by National, Council or school procedures.
- To ensure that all members of the school community feel safe and able to fulfil their potential at the School.
- To ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring all staff deploy best practice, as advised by the Pioneer Headteacher.
- Model the high standards expected for the school learning environment at all times.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Developing Self and Working with Others- as advised by the Pioneer Headteacher.

- To supervise and participate in any arrangements for the performance appraisal of teaching and non-teaching staff, within agreed national and local frameworks.
- To ensure that all staff in the school have access to advice, training and induction appropriate for their needs.
- To brief and update colleagues on relevant policy and practice through meetings and workshops.
- To advise on, and lead, relevant training.
- To be a leading teacher and an exemplary role model throughout the school.
- To motivate, support and direct your team to achieve the highest possible standards.
- To regularly review own practice, set personal targets and take responsibility for own development seeking advice and support from other agencies (such as the Local Authority and Governing Bodies).
- To be an effective member of the SLT of the School.
- To foster good working relationship with other Heads in Federation.
- To maintain a continuous dialogue with Executive Headteacher on all aspects of school work.
- Build a collaborative learning culture within the school and actively engage with other schools/stakeholders to build effective learning communities

- Actively build a collaborative learning culture across the Pioneer Federation.

Securing accountability

- To collect and use a rich set of data to understand the strengths and weaknesses of the school, this will include formal opportunities for teaching staff to moderate outcomes across the Federation.
- To monitor, evaluate and track pupils' learning to ensure pupils across the school make the necessary progress.
- To engage the school community in the systematic and rigorous self-evaluation of the work of the school, through compiling relevant data and analysing performance, using statistical analysis.
- To observe colleagues at work, to improve their practice, and to inform future school development.
- To ensure that planning and assessment are carried out in accordance with school policies.
- To work with Executive Headteacher to evaluate standards of achievement across the school and to inform future needs.
- To regularly review the work and organisation of the school in order to monitor progress towards achieving set targets against relevant benchmarks of quality and achievement.
- To ensure that high standards of professional performance are established and maintained acknowledging excellence and challenging under performance at all levels.
- Oversee the management of pupil attendance.
- To ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Pioneer Headteacher and governors to enable them to meet their statutory responsibilities.

Strengthening the community- as advised by the Pioneer Headteacher.

- To actively foster and maintain the ethos within the school, and take account of the social and cultural needs of pupils from all the communities represented in the school.
- To take responsibility for leadership of extended school activities. This includes ensuring a range of community based learning experiences and collaboration with other agencies to ensure pupil and community needs are met. To be responsible for pupils during out of hours activities.
- To plan public functions or events and to have responsibility for the organisation of various school events in liaison with the relevant parties.
- To ensure staff involvement and liaison with PTFA.
- To put in place policies for the pastoral care of pupils, building on existing good practice and taking account of pupils' differing social and cultural backgrounds.
- To promote good-behaviour among the school community, in accordance with the discipline and anti-bullying policies of the school.
- To encourage pupils to have a clear understanding of values, self-discipline, self-respect, and respect for others.
- To ensure good behaviour is maintained at all times during the school day (including break times), when pupils are present on school premises and whenever pupils are engaged in authorised school activities on or off school premises.
- To establish positive relationships with all pupils in the school; to consult them regularly and support and involve the School Council. To be committed to pupil's individual social and educational development.
- To work with governors and staff to strengthen and develop the ethos of the school, allowing this to influence and shape all areas of the school's work.
- To develop and encourage positive relations with parents in all communities.
- To ensure they are given regular and accessible information about the school curriculum, the progress of their children and other matters affecting the school.
- To actively involve and welcome parents into all aspects of school life.
- To develop effective links within the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- To liaise where appropriate with other schools and educational establishments, to share and/or adopt good practice.
- To support and assist pupils in making a successful transfer to secondary education.

- To ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
- To actively promote the school as a centre of excellence for education and families in the local community.
- Ensure the school website is up to date and cover all LA/Ofsted expectations (regularly liaising with Pioneer ICT technician).

Christian distinctiveness- as advised by the Pioneer Headteacher.

- Ensure that the Church of England character of the School permeates the work of the school and the quality of relationships within the school;
- Ensure that appropriate Christian worship takes place in the school and that religious education is effectively delivered in accordance with relevant policies.
- Support the SIAMS (section 48 inspection of church schools) process through regular monitoring and evaluation of the school (SIAMS SEF) as a church school.

Safeguarding - Keeping Children Safe in Education

- To serve as the Designated Safeguarding Lead.
- To co-ordinate staff induction and INSET to ensure best practice in safeguarding, as advised by the Pioneer Headteacher.
- To review the school's safeguarding policy and procedures annually.

Other Duties

- To undertake any other reasonable duties that may be required from time to time commensurate with the post of Head of School.

NOTE: THE GOVERNING BODY EXPECTS ALL EMPLOYEES TO HAVE A FULL COMMITMENT TO THE LOCAL AUTHORITY'S EQUAL OPPORTUNITIES POLICY AND AN ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH, AND PROMOTE, THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED WITHIN THE SERVICE TO THE PUPILS, THEIR PARENTS AND CARERS

PERSON SPECIFICATION

Essential qualifications and experience

1. Qualified Teacher Status at first degree level or equivalent
2. Substantial and successful teaching experience across the primary-age range in more than one school
3. Experience of leadership in a primary school *(preferably a CE school)*

Essential professional knowledge

4. Good knowledge of the primary curriculum
5. A good and developing knowledge of how children and adults learn effectively
6. A good understanding of different approaches to assessment and tracking, and the use of assessment to raise standards and target intervention
7. Good knowledge of performance data and its analysis
8. A good knowledge of special educational needs and how they are effectively addressed
9. Good knowledge of Ofsted requirements and experience of using teaching observation to improve standards
10. A clear understanding of safeguarding requirements and good practice as relevant to schools

Essential personal attributes

11. A positive and optimistic outlook about children and their potential
12. An encouraging, but firm, approach to working with colleagues and in teams
13. The ability to insist on high standards from children and staff at all times
14. A fundamental belief in the ability of all children to achieve highly if well taught
15. Confidence with larger audiences, adults and children, and a proven ability to inspire the confidence and trust of others
16. An ability to work productively and creatively with others within the school and beyond
17. The ability to hold focus on key priorities and not become distracted by other events
18. Humility and resilience

Essential commitment to partnership / *Christian Ethos*

19. A positive attitude to the Church of England character of this school and a commitment to leading its further development
20. Confidence in leading assemblies of a Christian character
21. An understanding of how the school's Christian character can be developed across the school to enhance children's experience of it

Desirable qualifications and experience

22. Experience as a senior leader in a *(Church)* primary school in a phase of rapid improvement
23. Appropriate professional training for a senior leadership role in a school

Desirable professional knowledge

24. You can demonstrate examples of particularly strong or innovative practice in assessment
25. You have proven highly successful experience of leadership in English or mathematics

Desirable qualities

26. You can demonstrate skills that would assist enrichment opportunities at the school and across the federation
27. You can provide a 3rd reference from someone (ideally a Vicar but not essential) who can demonstrate for the applicant's position on faith. If a potential applicant would like to discuss this with Stephen Dennis (Diocese School Effectiveness Officer), his details are here - Stephen.Dennis@chichester.anglican.org mobile: 07818574693.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No