

HAYDOCK HIGH SCHOOL



JOB DESCRIPTION: Head of School

RESPONSIBLE TO: The Executive Headteacher and Governing Body

PRIMARY PURPOSE OF THE POST:

To assist the Executive Headteacher with the leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

The specific strategic responsibilities will be agreed with the successful candidate.

HEAD OF SCHOOL RESPONSIBILITIES:

Responsible for:

- i) the professional duties of Deputy Executive Headteacher (Head of School) as set out in the current Teachers' Pay and Conditions Document;
- ii) taking responsibility for the professional duties of the Executive Headteacher as set out in the current Teachers' Pay and Conditions Document in the absence of the Executive Headteacher.

KEY AREAS OF RESPONSIBILITY:

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Work with the Executive Headteacher in:

- formulating the educational aims, objectives and targets of the school and policies for their implementation;
- ensuring and agreeing the production of the School Improvement Plan;
- monitoring and evaluating performance of the school and its achievements, responding and reporting to the Executive Headteacher as required;
- motivating staff and pupils through interest and encouragement;
- implementing the Governing Body's policy on equal opportunities;
- participating to such an extent as may be appropriate, having regard to the Head of School's other duties, in teaching pupils at the school;
- assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources;
- assuming responsibility for the discharge of the Executive Headteacher's functions at any time when he is absent from school.

2. LEARNING AND TEACHING

Work with the Executive Headteacher in:

- determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
 - a) follows the curriculum policy of the Governing Body and meets statutory requirements;
 - b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
 - c) fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
- developing means whereby:
 - ensuring all pupils have access to outstanding learning and teaching;
 - demonstrating and encourage personal enthusiasm for the learning process;
 - demonstrating and encourage principles and practice of outstanding teaching and learning;
 - supporting the development of new and emerging technologies.
 - challenging underperformance at all levels;
 - helping maintain high standards of behaviour and attendance;
 - developing strategies for improving performance;
 - contribute to curriculum design;
 - motivating, evaluate and review classroom practice;
 - developing an ethos for the spiritual, moral, social and cultural development of all pupils;
 - ensuring appropriate pastoral care and guidance for all;
 - determining the appropriate pupil groupings;
- promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

3. EFFECTIVE AND EFFICIENT LEADERSHIP AND MANAGEMENT OF STAFF

Work with the Executive Headteacher to:

- Foster an open equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.
- Collaborate and network within and beyond school.
- Contribute to the professional development of staff through training, mentoring and observing activities.
- Prioritise, plan and organise self and others to further the development of the school.
- Make high quality judgements and decisions by promoting and developing good management practice, positive participation, effective communication and clear procedures.
- Think creatively to anticipate and solve problems.
- Assist in the management of the school's financial resources.
- Assist in the management of human resources in the key task of selecting and appointing all staff, in accordance with their delegated

responsibilities and deploying and managing all staff appointed to the school.

- Assist in the recruitment and retention of staff.
- Undertake performance management according to the agreed management structure by supervising and participating in arrangements made in accordance with the Regulations for Performance Management of teachers.
- Ensure that Health & Safety regulations are adhered to.
- Assist the Executive Headteacher with maintaining adequate supervision of pupils and maintaining a Senior Leadership Team presence throughout the school day.
- Collectively manage the school effectively and efficiently on a daily basis including managing whole school occasions and special events.
- Identify areas in which he/she would benefit from further training to include undergoing such training.
- Implement staff development policies appropriate to school with regard to:
 - a) the induction of new and newly qualified teachers and other staff;
 - b) the development of professional knowledge, skills and abilities including those necessary for career development;
 - c) the provision of professional advice, support and training;
 - d) the provision of references where relevant to career progression.
- Maintain positive and professional relationships with individuals and groups including staff unions and associations.
- Demonstrate effective leadership through good professional practice.
- Participate in the setting and/or monitoring of targets relating to their own performance and that of other staff.

4. ACCOUNTABILITY

In relation to the Governing Body:

- a) to advise and assist in the exercising of its functions when requested;
- b) to attend meetings of and report to the Governing Body as required.

In relation to the community:

Work with the Executive Headteacher by:

- a) developing and maintaining positive relationships with the community;
- b) ensuring that the school recognises and meets its responsibilities in the life of the local community;
- c) developing links with local employers for the benefit of the pupils and the school;
- d) promoting a positive image of the school.

In relation to parents and those with parental responsibility:

Work with the Executive Headteacher in:

- a) building an effective partnership between the school and parents recognising them as the first educators of their children;

- b) promoting understanding of the mission, aim and ethos of the school through provision of regular information to parents about:
- the school curriculum
 - the progress of their children
 - other matters relating to teaching methods and organisation
 - opportunities for dialogue between parents and staff,
 - and for their involvement in the wider life of the school.

In relation to the Local Education Authority, and as directed by the Executive Headteacher, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the school.

5. SCHOOL SPECIFIC RESPONSIBILITIES

To be agreed with the successful candidate on appointment.