

Head of School - Job Description

Job title	Head of School – Glenleigh Park Primary Academy
Accountable to	Executive Headteacher
Purpose	<p>Work with the Executive Headteacher to:</p> <ul style="list-style-type: none"> • Provide outstanding leadership which ensures continuing improvement and success with a focus on accelerating and sustaining pupil progress. • Lead through high expectation and aspiration; being prepared to challenge mediocrity and under-performance. • Model Aurora’s vision and values through own behaviour and language. • Manage resources to ensure the best outcomes for pupils • Promote and secure engagement and involvement with staff, parents and the local and wider community.
Salary Range	L12-16
Effective date	From 1 st September 2019

Key Areas of Responsibility – working with the Executive Headteacher under these key areas

Strategic leadership and development

- Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all pupils
- Provide leadership in the development of innovative teaching and learning; including acting as a role model for all staff.
- Ensure that the vision and values of AAT are clearly articulated, understood and acted upon effectively by all staff.
- Involve others in the leadership of the school to embed a shared and distributed approach, including pupils.
- Collaborate with other Aurora academies to pursue and attain shared goals.
- Contribute to the development of the school's shared objectives and vision.
- Ensure that all statutory requirements are met.

Leading provision

- Ensure that the curriculum offered is relevant, challenging and meets the needs of all pupils in order to attain high standards.
- Embed a basic skills curriculum which ensures that pupils leave the school with relevant skills to access the next phase in their learning.
- Implement and keep under review the *Paragon* curriculum.
- Keep alert to the most recent developments in teaching and learning, including new technologies, in order to ensure that practice is up to date and, where possible, cutting edge.
- Monitor and evaluate teaching to ensure best practice, effectiveness and value for money.
- Ensure that tracking data is well used to monitor progress, challenge staff and engage pupils & parents.
- Use data to set rigorous and challenging targets for improvement, including those for attainment, progress and attendance.
- Develop and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self managing, including the management of pastoral care, pupil welfare and effective anti-bullying procedures.
- Maintain effective assessment, recording and reporting systems; both internally and externally.

Leading people

- Together with the Executive Headteacher, provide leadership and direction for the Senior Leadership Team
- Work in partnership with the Executive Headteacher to appoint high quality staff.
- Create, maintain and sustain effective and professional working relationships with staff, including consultation with professional associations, as appropriate.
- Put in place effective line management and reporting mechanisms
- Embed an ethos of high expectation and aspiration which results in a staff setting and modelling challenge and expectation through teaching and interaction with pupils and parents.
- Ensure that all staff engage with performance reviews with an emphasis on staff taking responsibility for their own professional development.
- Where necessary, challenge under-performance through the use of transparent and fair protocols.
- Ensure that the professional development programme meets both whole school and individual needs.
- Involve all staff in decision-making, as appropriate, in order that all who work in the school are committed to its development.
- Develop the leadership skills of staff at all levels and of pupils.

Managing the organisation

- Take responsibility for the internal organisation, management and control of the school
- Advise the Executive Headteacher and AAT's Financial Director on the annual priorities and formulation of the budget to ensure that the school achieves its objectives.
- Monitor the work of the school and all its policies and procedures within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control.
- Monitor and evaluate the use of finance and resources to secure value for money.
- Seek opportunities to maximise resources for the school and its community.
- Monitor the use of accommodation and site efficiently and effectively to ensure that it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive and safe learning environment for all.
- Create an awareness of environmental issues both within and beyond the school and help to develop best practice.

Accountability

- Work collaboratively as appropriate with the Executive Headteacher, other Trust Leaders including the CEO, Members of the LAB and Trustees, to enable them to fulfill their monitoring, statutory and wider responsibilities.
- When required, produce regular and timely reports and provide information, support and objective advice to AAT on the educational, financial and community aspects of the school.
- Develop and sustain an organisation where all stakeholders recognise they are responsible for the success of the school; ensuring that individual accountabilities are clearly defined, understood, agreed and acted upon.
- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.
- Ensure that high quality and effective communication is maintained within and beyond the school and with stakeholders.
- Ensure that parents and carers are well informed about all aspects of the school and, in particular, about attainment, progress, attendance and targets for further improvement.

Strengthening community

- Ensure and encourage good relations between the school and its local community.
- Collaborate with parents/carers and with other agencies to ensure that the school meets the wider needs of its pupils, staff and the local community.
- Ensure that the school works closely with other schools, charter schools and academies locally, nationally and internationally, and with appropriate employers, further education and higher education.
- Ensure that the school works closely with the local authority and organisations in the business, public, private and voluntary sectors to meet the needs of pupils in the school.
- Develop the school as an asset for the local community, in line with AAT's vision.

Safeguarding

- Ensure that the school complies with all national and local safeguarding requirements.

Equality

- Ensure that the school reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination.

Note

This job description is not exhaustive and may be changed at any time to meet the changing requirements of each Academy or AAT. This job description details responsibilities but does not direct any particular priorities or the amount of time to be spent carrying out these duties.