

Head of School: Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Responsible to: The Executive Headteacher

Aim – To raise attainment and achievement across the school

As Head of School:

1. To deputise for the Executive Headteacher in her absence.
2. To lead on the operational running of the school to include dealing with staff, student and parental issues.
3. To attend FGB meetings as head of school governor.
4. To prepare reports for and attend LGB CDC meetings.
5. To be accountable for whole school attendance.
6. To be imaginative, innovative and visionary in developing school systems, strategies, policies and practices to support learning, teaching, opportunity and achievement and the enjoyment of education.
7. To act as a member of the Senior Leadership Team, sharing and promoting the aims, culture, ethos and vision of the school and to share whole-school responsibilities with leadership team colleagues, as agreed with the Executive Headteacher.
8. To develop and manage the implementation of school policy in relation to the admission of students from Year 6 into Year 7, working with the Head of Year 7, partner primary Headteachers and others as appropriate.
9. To manage in-year admissions.
10. To represent The Warriner School at admissions appeals.
11. To lead on the strategic development of Go4Schools.
12. To develop and implement the whole school assessment and reporting schedule.
13. To oversee staff absence and cover.
14. To oversee the production of the timetable and the options process.
15. To carry out other duties as reasonably requested by the Executive Headteacher.

Standards:

1. To manage and develop the school curriculum to ensure maximum opportunity for every student to achieve according to their ability whilst meeting the requirements of progress and attainment 8.

2. To be part of the Governors Curriculum and Data Committee and to attend committee meetings and provide information, advice and guidance as appropriate.
3. To oversee the development of whole school data systems that monitor progress for all students.
4. To manage, develop and implement school policy on assessment, recording and reporting, including Assessment for Learning, target-setting and student tracking.
5. To ensure staff, students and parents fully understand national changes such as life without levels and progress / attainment 8.
6. To monitor A2L outcomes and develop strategies to support persistence offenders.

Pastoral:

1. To be accountable for the pastoral care of all students.
2. To develop and monitor the implementation of a common approach to the pastoral care of students that enables pastoral teams to effectively support students' learning, identifying and addressing those issues that might compromise students' progress.
3. To promote the highest levels of motivation for learning amongst all students.

Behaviour Lead:

1. To attend (or ensure attendance at) the In Year Fair Access Panel.
2. To ensure effective whole school delivery of the Behaviour Management Policy.

Line Management Responsibilities:

1. Assistant Headteacher (Inclusion)
2. Assistant Headteacher (KS3)
3. Assistant Headteacher (T+L)
4. Subject leaders of Art, D&T; P.E.; Computer Science
5. Timetabler
6. Farm Manager
7. Attendance officer
8. Data manager

As an employee you have legal duties which include:

1. taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. co-operating with your employer on health and safety,
3. correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references

Professional Development (Identify CPD needs.)

- I.
- II.
- III.
- IV.

School Development Plan (Summarise making reference to the current SDP)

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Signed: _____ (Post holder)

Line manager: _____

Date: _____