

*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.*

**FINMERE PRIMARY SCHOOL - Head of School  
Job Description**

Role	Head of School
Reporting to	CEO
Salary Scale	L6-L10

**Background**

Strategic leadership support for this post will be provided by a highly experienced Executive Headteacher under the direction of the trust's CEO. The Trust sets the strategic direction for all schools, sets aspirational targets and provides comprehensive school improvement support that is driven by international research and local best practice.

The trust was set up in August 2015 with one secondary school (The Warriner), three primary schools (Bishop Carpenter, Hornton and Sibford Gower) and one preschool (Peachtree). A further two form entry primary school (Bishop Loveday) joined in June 2017 followed by a Northamptonshire primary school (Farthinghoe) in September 2018 and Finmere CE Primary school in March 2020. A sponsored Northamptonshire primary school is working through the rebrokering process. We have also been awarded a free school in Bicester with an opening date of 2022. In May 2017 the MAT was granted sponsorship status by the RSC in recognition of our capacity for growth. The Warriner MAT is an Oxfordshire Diocese Board of Education (ODBE) Voluntary Aided MAT with a mix of community and CE schools.

**Core Purpose**

To lead on the Christian ethos of the school, collective worship and RE.

To assist the Executive Headteacher in the ongoing development of the school, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced.

To support the development of the whole child, within a safe and healthy environment, fostering positive community values.

To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

## **Duties**

The Head of School is responsible for the academic outcomes of the children in their care. Supported by the Executive Headteacher, the post holder leads on the operational development of the school and has responsibility for creating and embedding an ethos that is appropriate to the context of the school as developed with the Local Governing Body (LGB), whilst still reflecting the mission of the MAT i.e.

Continue to grow a **family of likeminded** schools underpinned by our **moral purpose** to drive **educational excellence**

## **Key Responsibilities**

### Strategic

- Meet the requirements of a leader in a CE school
- Ensure and promote the safeguarding and welfare of children at all times.
- Support the LGB and CEO in developing and communicating a clear strategic vision of how to continue to drive the school to Outstanding
- Ensure that the Christian ethos of the school underpins the school vision, aims and objectives
- Have a deep understanding of education theory
- Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have an up to date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the school
- Support the development of effective, high performing teams across the school through the delivery of training and through coaching.
- Support the other schools in the MAT as appropriate

### Teaching and Learning

- Develop a curriculum that is ambitious and designed to give all learners, particularly the most disadvantaged, the knowledge and skills they need to succeed in life.
- Ensure that teaching and learning policy and practice are at the highest standard
- Effective use of data to raise standards for all children, including vulnerable groups
- Regularly review and quality assure the student tracking systems across the school
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors
- Oversee the quality of learning and teaching through regular reviews within the school

### Leading and managing staff

- Create a school ethos that fits with the academy vision and the school's mission to ensure educational excellence that allows children to grow and flourish.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the school community
- Promote the school ethos in which the highest achievements are expected from all members of the school community

## Standards

- Promote and model the highest standards of teaching and learning
- Promote the highest expectations of pupil behaviour and achievement
- Work with the parish to promote the Christian ethos
- Be a trusted and approachable figure for parents, pupils and the local village community
- Maintain a high profile within the school community

*The post holder will also be expected to undertake any other tasks as reasonably required by the CEO or Governors to ensure the efficient and effective operation of the school.*