

<b>Job Description</b>	
Post	Head of School
School	Preston Park/Barham Primary School - The Barham and Preston Park Federation, Brent
Group	5
Salary	L21 – L25 p.a.
<p>Responsible to the Executive Head and Governing Board of The Barham and Preston Park Federation.</p> <p><b>MAIN ACTIVITIES OF THE POST</b></p> <p>The duties and responsibilities of this post are to be carried out in accordance with the attached provisions of the School Teachers' Pay and Conditions Document.</p> <p>The Head of School will provide day-to-day leadership and management of Preston Park or Barham Primary ensuring high standards of education, behaviour, safeguarding and wellbeing for all pupils. The Head of School is responsible for ensuring that key principles and priorities for the school are evident in its organisation and management and is responsible for the day to day running of the school.</p> <p>They will:</p> <ul style="list-style-type: none"> <li>• Translate the Federation's vision and strategic priorities into effective practice in their school.</li> <li>• Lead and manage staff so that curriculum, teaching and learning are consistently strong.</li> <li>• Ensure that the school is safeguarding-led, inclusive and ambitious for every child.</li> <li>• Work as a key member of the Federation's leadership team, contributing to improvement and innovation across all schools.</li> </ul> <p>The Head of School is the operational leader on site, with overall responsibility for the school's performance, while reporting to and working under the strategic leadership of the Executive Headteacher.</p> <p><b>Line Management and Relationships</b></p> <p>The Head of School will:</p> <ul style="list-style-type: none"> <li>• Report directly to the <b>Executive Headteacher</b>, receiving regular professional supervision, support and challenge.</li> <li>• Line manages senior leaders and middle leaders within the school (e.g. Deputy Headteachers, Assistant Headteachers, Phase Leaders, SENCO, School Business Manager, CLT).</li> <li>• Work closely with the <b>Governing Board</b> providing timely, accurate information and responding to strategic challenge.</li> <li>• Be a key member of the <b>Federation Senior Leadership Team</b>, contributing to policy development, strategic planning and shared initiatives across our schools.</li> </ul>	

In order to achieve this purpose eight key areas of leadership are identified:

- 1. Strategic direction/ shaping the future**
- 2. Leadership and management**
- 3. Leading teaching and learning**
- 4. Managing the organisation**
- 5. Safeguarding and promoting the welfare of children**
- 6. Securing accountability**
- 7. Strengthening the community**
- 8. Other duties**

### **Strategic Direction/Shaping the Future**

***The Head of School will work with the Executive Head Teacher, SLT, the Governing Body and all stakeholders to continue to develop a shared vision and strategic plan, which inspire and motivate pupils, staff and all other members of the school community.***

The Head of School will:

- 1) Ensure the vision is clearly articulated, shared, understood and acted upon by all.
- 2) Devise and monitor, in close association with the Executive Headteacher and governing body and the staff, an agreed improvement plan for the school.
- 3) Apply knowledge and critical understanding of contemporary developments in education policy at local and national level.
- 4) Build and maintain professional high-quality practice throughout the school promoting continuous improvement in the quality of pupil experience.
- 5) Ensure that strategic planning recognises the social, emotional, intellectual and spiritual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community.
- 6) Use whole school quality assurance strategies to evidence the need for and effectiveness of change.
- 7) Demonstrate personal commitment to continuous improvement through rigorous self-evaluation and improvement planning.
- 8) Encourage innovation, creativity and flexibility in the change process, enabling collective responsibility to take responsibility for whole school improvement.



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## 2. Leadership & Management

***The Head of School will lead by example, providing inspiring, clear and purposeful leadership for staff, pupils and wider school community.***

The Head of School will:

- 1) Promote and develop the ethos and values that underpin the school.
- 2) Ensure that the school remains committed to safeguarding and promoting the welfare of children and young people and ensure that all staff and volunteers share this commitment.
- 3) Demonstrate commitment to the intellectual, spiritual, physical, moral, social and cultural wellbeing of pupils.
- 4) Oversee progress in all areas of school policy by agreeing performance criteria with the Executive Head Teacher and monitoring progress towards their achievements.
- 5) Motivate staff and pupils in all areas of the curriculum, including extracurricular clubs and activities.
- 6) Review learning needs, career development and performance of all staff through appropriate appraisal and performance related processes.
- 7) Recruit, retain and deploy high calibre staff appropriately and manage their workload to achieve the visions and goals of the school.
- 8) Promote and ensure equality of opportunity and fairness in school life, complying with all relevant legislation.



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### 3. Leading teaching and learning

***The Head of School has a central responsibility for raising the quality of teaching and learning and for pupil's achievement. This requires setting high expectations, monitoring, and evaluating the effectiveness of learning outcomes.***

The Head of School will:

- 1) Work with the Executive Head Teacher, Governing Board and all stakeholders to ensure the curriculum is fit for purpose, equitable and evolutionary to meet the children's needs.
- 2) Oversee the implementation and maintenance of this broad and balanced curriculum incorporating the national curriculum, relevant to the academic abilities and needs of all pupils.
- 3) Ensure the effective delivery of a broad and balanced curriculum, ensuring high standards of expectation that maximise pupils' achievement.
- 4) Ensure that learning is at the heart of everything that is done.
- 5) Inspire and support outstanding practice in learning and teaching, fostering our culture of excellence.
- 6) Enable a consistent and continuous focus on pupils' progress and attainment using data and benchmarks to monitor progress in every child's learning.
- 7) Monitor and evaluate the quality of learning and teaching and promote improvement strategies.
- 8) With the Executive Head Teacher, review and develop a policy for the professional development and enrichment of all staff ensuring that staff have access to advice and training appropriate to their needs.
- 9) With the executive Head Teacher review and develop an effective assessment, recording and reporting system of pupil progress.
- 10) Implement strategies that secure high standards of behaviour and attendance.
- 11) Promote and encourage creativity, innovation and the use of appropriate technologies to support and enhance children's learning experience and their ownership of it.
- 12) Develop and maintain programmes of extracurricular activities and provide opportunities for broad range of skills and learning experiences, including artistic and musical opportunities.
- 13) Encourage creative, responsive and effective approaches to learning and teaching.
- 14) Challenge under-performance at all levels, ensuring effective corrective action and appropriate follow-up (with the Executive Head Teacher at senior level).



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- 15) Demonstrate high expectations and set stretching targets for the whole school.
- 16) Recognise the importance of pupil voice in school ensuring children know to whom they can turn if problems arise with peers and adults.
- 16) Ensure that newly appointed members of staff have appropriate induction and support.
- 17) Delegate appropriate duties to the deputy Head and SLT through implementing the distributive leadership model agreed by the Executive Head Teacher and Governing Board for the school, encouraging their assistance in formulating the school's aims and objectives and establishing policies for their achievement, and in managing staff and resources.

#### **4. Managing the organisation**

***The Head of School should provide effective organisation and management of the school and seek ways of improving organisational structures and functions. The school should be organised to provide an efficient, effective and safe learning environment.***

The Head of School will:

- 1) Work with the Executive Head Teacher to maintain and develop a structure that reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
- 2) Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances and the school's recent expansion.
- 3) Work with the Executive Head Teacher and Governing Board Create and implement a Development Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increases teacher effectiveness and secures school improvement.
- 4) Work with the Executive Head Teacher to manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health and safety requirements and regulations.
- 5) Monitor and evaluate the performance of the school and review it with the Executive Head Teacher and Governing Body regularly.

#### **5. Safeguarding**

***The Head of School is responsible for ensuring that the school is a safe environment for all pupils and staff, and holds overall accountability for safeguarding – acting as Designated Safeguarding Lead (DSL) or directly line-managing and overseeing the work of the DSL where this is delegated.***

***To safeguard and promote the children's welfare the Head of School must:***

- 1) Understand and support the local authority safeguarding agenda.



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- 2) To promote compliance of all stakeholders with the child protection and safeguarding policies and procedures of both the LA and the school, and promote this amongst the school community.
- 3) To ensure appropriate checking and vetting procedures are carried out on staff, volunteers and visitors and ensure compliance by partner organisations.
- 4) Ensure risk assessments are carried out, including those prior to any school outings and residential visits.



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## 6. Securing Accountability

***The Head of School is accountable to the pupils, families, governors and the Local Authority for the efficiency and effectiveness of the school, thereby promoting collective responsibility within the whole school community.***

The Head of School will:

- 1) Fulfil commitments arising from contractual accountability to the Local Authority.
- 2) Provide information, objective advice and support to the governing body to enable it to meet its responsibilities by contributing to termly Head of School teacher/ Executive Head teacher reports for governors, liaison during governor monitoring visits and during meetings.
- 3) To be accountable to the Executive Headteacher for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school.
- 4) Develop an ethos across the school which enables everyone to work collaboratively, share knowledge and understanding, to celebrate success and to accept responsibility for outcomes.
- 5) Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.
- 6) Develop and present a coherent, understandable and accurate account of the school's performance to families.

## 7. Strengthening the Community

***The Head of School should collaborate with other schools and organisations in order to share expertise and bring positive benefits to all.***

The Head of School will:

- 1) Create a culture of respect and inclusion and a commitment to the broader community.
- 2) Create and improve effective working relationships with all those involved with the school and community, working proactively to resolve any issues arising.
- 3) Ensure that high quality liaison and consultation take place within effective structures, to the benefit of all relevant stakeholders.
- 4) Be a champion for the school within the local community and beyond.
- 5) Promote and strengthen the school culture, which takes account of the richness and diversity of the school community.



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- 6) Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families.
- 7) Maintain and develop an effective partnership with families to support and improve pupils' achievement and personal development.

#### **8. Other Duties**

***This job description is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the headteacher may be required to undertake such other duties, commensurate with the post, as deemed by the Executive Head Teacher or Governing Body.***

The Head of School will:

- 1) Undertake responsibilities related to the school's work which are delegated to you by the Executive Head Teacher or Governing Board.
- 2) Report in appropriate ways to the Executive Head Teacher and Governing Board and incorporate its decisions within the development of school policy, meeting legal requirements.
- 3) Ensure the school operates within agreed local education authority and national guidelines.
- 4) Keep up to date with current educational thought and developments by reading and attendance at in –service activities for professional development and in order to further good practice.
- 5) Arrange for a Deputy Head, or other suitable person, to assume responsibility and substitute for you at any time when you are absent from school.
- 6) Liaise with the appropriate personnel to ensure adequate supervision, security and maintenance of the school buildings and grounds.



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## Head of School Person Specification

Selection Criteria		Essential (E) / Desirable (D)	Shortlisting	Interview
<p>The person specification below shows the key abilities and skills we are looking for in our new Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.</p>				
Qualifications	<ul style="list-style-type: none"> <li>Qualified teacher status.</li> </ul>	E	✓	
	<ul style="list-style-type: none"> <li>NPQH or further professional qualification.</li> </ul>	D	✓	
Experience	<ul style="list-style-type: none"> <li>Successful experience as a Deputy head, Head of School or Head teacher.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Successful teaching experience of the age range served by the school.</li> </ul>	E	✓	
	<ul style="list-style-type: none"> <li>Experience of working in a multi-cultural setting.</li> </ul>	E	✓	✓
Strategic Direction and Development of the School	<ul style="list-style-type: none"> <li>Ability to manage a school through an expansion process</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to provide clear educational vision and direction and lead by example.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Successful experience of working in partnership with the governing body.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence of introducing effective strategies for improvement.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Up to date knowledge of current educational developments.</li> </ul>	E		✓
	<ul style="list-style-type: none"> <li>Ability to work in partnership with other schools to share strengths and support development</li> </ul>	E	✓	✓
Leading and Managing Staff	<ul style="list-style-type: none"> <li>Ability to lead, manage and motivate the whole school community.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Successful experience of leading in service training for staff.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Experience of consulting and negotiating effectively with different stakeholders involved with the school, including pupils.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to coach and mentor staff to improve performance</li> </ul>	E	✓	✓
Standards	<ul style="list-style-type: none"> <li>Evidence of raising standards across a primary school including for individuals and groups of pupils</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence/Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to set and achieve challenging targets for the school, subjects, teachers and pupils.</li> </ul>	E	✓	✓

Teaching and Learning	<ul style="list-style-type: none"> <li>Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence of successfully engaging children through an exciting and innovative curriculum.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence of successful use of assessment to improve outcomes for children.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Successful experience of monitoring, evaluating and improving the quality of teaching and learning.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils.</li> </ul>	E	✓	✓
Ethos and Inclusion	<ul style="list-style-type: none"> <li>Ability to create and maintain an environment, which promotes good behaviour, discipline and celebrates success.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Experience of implementing appropriate strategies for reducing inequalities and promoting social inclusion.</li> </ul>	E	✓	✓
Relationship with Parents and the Wider Community	<ul style="list-style-type: none"> <li>Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.</li> </ul>	E	✓	✓
Deployment of Staff and Resources	<ul style="list-style-type: none"> <li>Ability to set, interpret, monitor and manage a budget.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability to manage, monitor and review the use of all available resources, ensuring best value.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Experience of recruiting, selecting and deploying staff to achieve improved outcomes for children.</li> </ul>	E	✓	✓
Safeguarding and Inclusion	<ul style="list-style-type: none"> <li>Thorough knowledge of safeguarding legislation and safer working practices</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence of promoting the welfare and safeguarding of children</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Evidence of promoting an inclusive environment for all pupils</li> </ul>	E	✓	✓
Other Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to manage time well and work under pressure to deadlines.</li> </ul>	E		✓
	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate professional relationships</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Effective interpersonal, communication and presentation skills; both written and oral.</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Resilience, flexibility and ability to retain a sense of perspective</li> </ul>	E	✓	✓
	<ul style="list-style-type: none"> <li>Ability and experience of going through a successful Ofsted Inspection</li> </ul>	E	✓	✓