



ROTHERHITHE PRIMARY SCHOOL

HEAD OF SCHOOL JOB DESCRIPTION

INTRODUCTION

Rotherhithe Primary School is now formally in a federation with Dog Kennel Hill Primary school. We would now like to recruit a permanent Head of School for Rotherhithe Primary.

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (October 2004).

The Executive Head Teacher and the governors acknowledge the importance of the role of the Head of School and will actively offer long term support, encouragement, CPD and realistic challenge to the successful candidate.

Rotherhithe Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and then ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

SHAPING THE FUTURE

The Head of School will ensure that his/her leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work.

Main tasks / actions

- Work within the federation to articulate and promote an educational vision and values for Rotherhithe Primary School which take account of the school's vision and of the diversity, values and experiences of the school and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the School.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

LEADING LEARNING AND TEACHING

In partnership with the Executive Head teacher the Head of School leads a learning community; search for excellence is given expression in learning and teaching which recognise pupils' individual worth. The Head of School will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success.

- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

DEVELOPING SELF AND WORKING WITH OTHERS

The Head of School's relationships with pupils, parents/carers, governors and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. He/she will recognise and act upon his/her own potential for growth and that of others.

Main tasks / actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the School's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school community and actively engage with other schools, especially the federated schools, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from colleagues, governors and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

MANAGING THE ORGANISATION

In Partnership with the Executive head Teacher, the Head of School is responsible for ensuring that key principles and priorities for the school are evident in its organisation and management.

Main tasks/actions

- Be responsible for the day to day running of the school.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Local Authority priorities.
- In partnership with the Executive head Teacher manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive community school.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

The Head of School accounts to the Executive head Teacher, governing body, parents/carers and the school's community for the fulfilment of the school's vision and its educational success.

Main tasks / actions

- Work with the governing body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.

- Ensure that all available data are used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

In Partnership with the Executive Head Teacher, the Head of School is responsible for the vision of the school to the local and wider community and beyond. He/she will collaborate with the federated school and beyond, as well as with the wider educational system, for the benefit of his/her own community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes Academy development.

Main tasks / actions

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.

- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.

Other

The range of responsibilities listed above is not exhaustive and is subject to change at the direction and direction of the Executive Head Teacher.