

## **Job Description**

**Post:** Head of School – Halsnead Primary School

**Salary:** L14 - L18

**Responsible to:** Executive Principal (Litherland Moss and Halsnead)

### **Core Purpose of the Head of School:**

To work with the Executive Principal to secure outstanding outcomes for all students in the school.

### **Responsibilities**

*To be accountable to the Executive Principal for:*

- The quality of the provision, progress and outcomes for the students of the school through robust monitoring, evaluation and reporting of these to the Executive Principal and leadership team;
- The effective day to day management of the school;
- The effective implementation and embedding of the agreed vision, principles and policies within the school;

*The Head of School will:*

- Manage the school on a day to day basis;
- Lead the school in all aspects of the management, control, curriculum and discipline of the school;
- Lead the development of strategies to secure a positive transition across Key stages for children and parents;
- Secure high quality aspirations, confidence, learning and progress for all students within the school;
- Develop the school as a centre of excellence and innovation in learning;
- Continue to develop a rich partnership with families and community to build an aspirational learning community;
- Work closely with the Executive Principal to lead the vision and strategic direction of the school;
- Evaluate pupil progress and outcomes and the quality of teaching and learning, and the consequent planning for rapid and continual improvement within the school;
- Promote The Heath Family (NW) Multi Academy Trust and the development of effective and productive relationships with a wide range of stakeholders.
- Drive and inspire a passion for learning in every member of the school community;
- Line manage specific staff including members of the Senior Leadership Team;
- Coach, mentor and motivate staff to build a culture of personal responsibility, high levels of commitment, standards and drive for success;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Ensure consistent implementation of the appraisal policy and other systems of quality assurance and professional development of teachers;

- Ensure the effective recruitment and selection of staff in line with trust policy and in agreement with the Executive Principal;
- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant, and inspirational and contributes to outstanding educational and whole-person outcomes;
- Lead the School Senior Leadership Team and take an active part in Trust wide leadership activities;
- Be responsible for the effective and efficient use of resources;
- Always seek to improve the quality of teaching and learning through innovation and promotion of a positive ethos;
- Ensure that very high expectations of pupil achievement are established throughout the school and secured;
- Ensure that teaching in all year groups is secure to ensure that all children make optimal progress, including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Ensure the rigorous use of robust data regarding students' progress and outcomes to optimise learning for all children and to drive up standards of teaching and learning across the school;
- Take all necessary steps to maximise pupils' attendance.
- Take responsibility for overseeing the induction of all ECTs, new staff, supply teachers and develop and implement policies and procedures relating to the above;
- Promote, embed, secure and monitor all agreed Trust and school policies.