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| **Paddock School** | **Job Title: Head of School** |
| **Responsible to: Executive Headteacher** | **Pay Range: L21 – L25** |

**Main Job Purpose**

* The Head of School is responsible for the day-to-day running of the school and to ensure that the school meets its educational aims and objectives. The Head of School works as part of the Senior Leadership Team to ensure that pupils reach their potential because they are taught by highly trained and motivated staff in an appropriate environment with the correct resources.

**Accountabilities**

* Day to day running of the school
* Oversight of the school including raising attainment, progress, intervention and support strategies
* Plan for and monitor curriculum intent, implementation and impact including SMSC development and enrichment programmes.
* Lead and manage the middle leadership team at the school, supporting them to create, implement and evaluate development plans that lead to outstanding outcomes for pupils
* Liaise with the authority to manage admissions
* Lead the development, design and monitoring of a range of educational and management procedures and practices in school
* Ensure policy creation and implementation reflects statutory best practice and meets legislation
* Seek opportunities to improve and develop activities within the school
* Provide relevant and highly accurate data and information to SLT, the Governing Body and outside agencies e.g. DfE, LA
* Line manage, mentor and coach the middle leadership team by setting high standards and expectations and challenging underperformance
* Act as representative of the school to ensure that all employees and stakeholders fully understand what is happening in the school and key information is communicated appropriately.
* Develop constructive relationships and communicate with other agencies and professionals
* Work/lead on school projects when required

**Main Duties and Responsibilities**

**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 as part of the SLT to articulate and promote an educational vision and values for Paddock School that 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 Headteacher 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 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 Headteacher, 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 Headteacher 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 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 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 Headteacher, 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 is 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, appropriate 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 Headteacher, the Head of School is responsible for communicating the vision of the school to the local and wider community and beyond. He/she will collaborate with the SLT at Paddock school, 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 school 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.

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

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | * Qualified Teacher Status * Evidence of Continuing Professional Development relating to school leadership | NPQSL / NPQH  specialist qualification in special needs |
| Experience | * Successful leadership experience to at least Deputy / Assistant Headteacher Level * Successful teaching experience in a special educational needs school * Extensive knowledge of safeguarding procedures and experience of dealing with them | Successful leadership experience in special school |
| Strategic Leadership | * Ability to provide clear educational vision and direction * Ability to inspire and motivate all stakeholders * Evidence of developing effective strategies for school improvement * High level of involvement with school improvement planning * High level involvement in monitoring and evaluation procedures leading to clear impact * Ability to work in partnership with senior leaders and governors * Ability to set challenging targets for children and staff * Ability to analyse and use pupil data on attainment and progress to raise standards * Understand the principles of effective teaching and learning for children with a range of special needs |  |
| Leading Teaching and Learning | * Successful experience of monitoring, evaluating and improving the quality of teaching and learning * Understanding the role and impact of assessment in children’s learning * Secure knowledge of statutory requirements relating to curriculum and assessment * Experience of leading curriculum innovation | Experience of developing and embedding practice to achieve external accreditation |
| Leading and Managing Staff | * Ability to lead, manage and motivate across the school community * Ability to establish positive working relationships * Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams * Successful experience of identifying the need for, and leading, in-service training * Significant experience of taking a lead role in performance management of staff including leading lesson observations * Experience of dealing with staff when performance gives cause for concern | Experience of reporting to and working with governors |
| Managing Resources | * Ability to manage, monitor and review available resources, ensuring value for money | Successful experience of managing budgets |
| Personal Skills and Qualities | * Strong commitment to raising standards * High expectations of self and others * Ability to establish and maintain positive relationships, including with parents * Ability to remain positive and enthusiastic, including when under pressure * Good communication skills * Effective computing skills for both teaching and management |  |