

#EMATters



East Midlands
Academy Trust

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Creativity. Spirituality. Learning. Collaboration.



Application Pack
Head of School

“Every child deserves to
be the best they can be”


East Midlands
Academy Trust

Post Description:

Post title:	Head of School
Responsible to:	Executive Headteacher
Liaising with:	SLT, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support colleagues
Pay range:	Leadership 8-10
Contract terms:	Permanent

Job Purpose

To provide professional vision and leadership for the school, working closely and under the direction of the Executive Head Teacher, in order to secure success and improvement for the school. The Vision, Values and Purpose statement above summarises the ethos at the heart of the academy.

The essential quality of the Head of School is to provide all teachers with an example that clearly demonstrates the commitment required to achieve the highest possible standards and to sustain academy improvements that ensure good and outstanding outcomes for pupils and the academy.

The Head of School has defined responsibilities and line management duties relating to whole-academy issues and academy improvement planning. This includes holding colleagues to account for standards and quality. In addition, the Head of School is responsible for tracking pupil achievement and the formative use of assessment data to improve outcomes within a key subject area. They will also be responsible for the effective day-to-day management of the academy.

They will lead on performance reviews for teaching colleagues, curriculum organisation (including the timetable), and support the day-to-day organisation, systems and procedures within the academy.

Responsibilities include:

The Head of School has a vital role to play in all aspects of the academy. In particular, the following duties are central to improving standards and monitoring the strategic vision of the academy:

- Liaison and policy development with other academies within the MAT
- Managing professional development and review
- Organising and implementing the curriculum and assessment
- Liaison with the local community, home and external agencies
- Monitoring and evaluating standards of teaching, learning and outcomes
- Leading and monitoring the administrative team, deployment of resources and financial administration
- Organising and managing day-to-day procedures to enable smooth running of the academy
- Undertaking the professional duties of the Executive Head Teacher in their absence

The Head of School is part of the Senior Leadership Team. Tasks are shared and responsibilities allocated according to strengths within the team.

Strategic Direction and Development of the School

The Head of School will support the Executive Headteacher in the strategic management and leadership of the school by:

- Promoting EMAT and developing productive relationships with a wide range of stakeholders
- Playing an active role in the development and review of the school's core values and aspirations
- Preparing, monitoring and evaluating the ADP, SEF and school budget
- Developing and implementing school ethos and policies
- Promoting positive relationships with parents and encouraging engagement in their child's education
- Ensuring learning and teaching are engaging and promote strong academic progress
- Sharing corporate responsibility for the well-being and behaviour of all pupils
- Undertaking the responsibilities of the Executive Headteacher or teaching colleagues when required in short-term absences
- Participating in SLT meetings and disseminating information to colleagues within their phase
- Playing an active role in pupils' outcomes
- Leading phase meetings and disseminating key information to colleagues

Leading and Managing Colleagues

The Head of School will:

- Deputise for the Executive Headteacher in all aspects of management, curriculum and discipline
- Be an outstanding role model and take responsibility for leading teaching and learning
- Play an active role in the Senior Leadership Team to ensure professional duties are fulfilled in the Headteacher and Teaching Standards
- Demonstrate up-to-date knowledge of educational initiatives and Government policy
- Be accountable for standards of teaching and learning
- Be accountable for End of Key Stage assessments and outcomes
- Act as an appraiser for teachers and Inclusion Support Practitioners
- Support effective systems for performance management and leadership
- Lead moderation meetings to ensure consistency in marking, standards and progress
- Support colleagues to raise standards (e.g. coaching, team teaching)
- Work closely with People & Culture on recruitment and talent management
- Ensure assessments are completed accurately and on time
- Support Assessment and Inclusion Leaders to track progress, including groups such as pupil premium
- Mentor colleagues completing the HILTA programme
- Present accurate information to governors
- Ensure agendas for colleague meetings are completed
- Compile rotas (assemblies, break time)
- Ensure communication to parents is accurate and timely
- Use the management calendar to keep up to date with tasks
- Monitor behaviour and support colleagues on duty
- Anticipate and resolve potential issues that may impact daily functioning
- Complete the school newsletter in sufficient time for office colleagues to distribute

Other Duties

The Head of School will:

- Take responsibility for their own CPD
- Represent the school at network and school cluster meetings as necessary
- Ensure every child in their phase feels safe and happy

Carry out additional duties commensurate with the post as directed by the Executive Headteacher

Line Management – Responsibility to and for

- Responsible to the Executive Headteacher
- Responsible for Performance Development Reviews of teachers and support colleagues
- Line management of all colleagues

General Responsibilities

- Contribute to the overall ethos/aims of the Trust
- Participate in training and performance development as required
- Attend relevant meetings
- Comply with policies relating to safeguarding, equal opportunities, health and safety, security, confidentiality, data protection and code of conduct
- Safeguard and promote the welfare of children

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuing Professional Development relating to school leadership/curriculum development 	<ul style="list-style-type: none"> • NPQH or further professional qualification
Experience	<ul style="list-style-type: none"> • Successful leadership experience to at least Deputy/Assistant Head level • Successful teaching experience within the EYFS/Primary age range 	<ul style="list-style-type: none"> • Advanced Skills/Leading Practitioner status
Knowledge and skills	<ul style="list-style-type: none"> • Ability to provide clear educational vision and direction • Ability to inspire and motivate stakeholders • Evidence of developing effective strategies for school improvement • High level of improvement with school improvement planning • High level involvement of monitoring and evaluation 	<ul style="list-style-type: none"> • Strategic Leadership experience across EYFS, KS1 and KS2 • Use of assessment data management systems to improve standards • Successful experience of integrating British Values into school life • Experience of working with governors • Budgetary management at whole school level

	<p>procedures leading to clear impact</p> <ul style="list-style-type: none"> • Ability to work in partnership with senior leaders and governors • Ability to set challenging targets for children and colleagues • Ability to analyse and use pupil data on attainment and progress to raise attainment • Secure knowledge of the Ofsted framework • Understand the principles of effective 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 • Successful experience of developing effective learning behaviours • 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 colleagues including lesson observations 	<ul style="list-style-type: none"> • Experience of recruiting and deploying colleagues
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	<ul style="list-style-type: none"> • Experience of dealing with colleagues when performance gives cause for concern • Successful experience of managing budgets • Ability to manage, monitor and review available resources, ensuring value for money 	
Personal qualities	<ul style="list-style-type: none"> • Strong commitment to raising standards • High expectation 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 • Empathy with children 	<ul style="list-style-type: none"> • Effective computing skills for both teaching and management

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role

or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

About East Midlands Academy Trust

All colleagues should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all colleagues, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.