



Job Description

Head of School (L12 – L16)

The appointment is subject to the current conditions of employment of school leaders contained in the **School Teachers' Pay and Conditions** document, other current educational and employment legislation, including that of the Department for Education Teaching Agency. In carrying out his/her duties, the HoS shall consult, where appropriate, with the Diocese, Local Authority, the Executive Headteacher, the Local Governing Board, the staff of the school, its children and the parents/carers.

Ince CE Primary School is within the Diocese of Liverpool.

Responsible to:

Executive Headteacher

Job Purpose:

- The HoS has operational responsibility for Ince CE Primary School and will support and promote the vision and direction of the school to enable the provision of high-quality education for its pupils.
- The HoS will lead and manage the school on a day-to-day basis, will manage the leadership team of the school and is the first point of contact for all stakeholders and external agencies in to the school.
- To maintain high personal Christian values and to set an example of these standards to others whilst demonstrating high quality leadership of the school.
- The HoS will be an ambassador for Ince CE Primary School, will drive the vision and will promote, raise and maintain its profile within the wider community.
- The HoS is the leading professional in the school, accountable to the Local Governing Board and the Executive Headteacher, working with and through others, securing the commitment of the wider community to the school by developing and maintaining effective partnerships. Through such partnerships and other activities, the HoS will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards.
- The HoS is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.





- The HoS will be responsible for the day-to-day internal organisation, management and control of the school. In carrying out their duties they will consult, liaise and work in partnership with the Executive Headteacher.
- The HoS will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the school is resourced with the best staff.
- The Executive Headteacher has overall and strategic responsibility for the school and will support and advise the HoS.

Main responsibilities:

1. School culture

The HoS will:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism.

2. Teaching

The HoS will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment.

3. Curriculum and assessment

The HoS will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum





4. Behaviour

The HoS will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and special educational needs and disabilities

The HoS will:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

The HoS will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

The HoS will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding.





- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

The HoS will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

The HoS will:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- To maintain accessibility to parents

10. Governance and accountability

The HoS will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties



The HoS will:

- Promote the Christian vision of the school to 'live out' its Christian values.
- Uphold a culture and drive a curriculum which reflects the richness and diversity of the school's community.
- Create and promote positive strategies for championing equity, diversity and justice.
- Ensure enrichment opportunities enhance the curriculum and children access a wide range of extra-curricular activities.
- Maintain strong links with clergy and the local church.
- Seek opportunities to engage with the church school community.
- Collaborate with a range of agencies to support 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.
- Engage in purposeful collaboration within the Ince CE family and externally.
- Embrace the well-embedded, whole school 'Trauma Informed Schools' approach to support mental health and wellbeing.
- Showcase and celebrate the strengths and successes of the school.
- Co-operate and work with relevant agencies to safeguard children.

