 

**Head of School**

**Job Description**

**Salary Point: L23 – L27**

Responsible to**:** Executive Headteacher and the Woodbridge Trust Board

**Core Purpose**

The core purpose of this role is to provide professional leadership and management of the school in their pursuit of excellence in teaching and learning for all pupils.

To achieve success, the Head of School will:

* Contribute to the overall vision and provide leadership and direction for the school
* Uphold to values, culture and ethos of Woodbridge Trust and Firwood School
* Effectively lead and manage teaching and learning to secure the highest possible levels of progress and attainment
* Promote excellence, equality and high expectations of all students
* Effectively and efficiently deploy resources to achieve the school’s aims
* Evaluate school and pupil performance and identify priorities for continuous improvement
* Ensure effective and efficient day-to-day management, organisation and administration of the school
* Secure the commitment of the wider community, and encourage the involvement of parents and carers
* Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students
* Ensure that safeguarding is a key area of focus in its widest sense for all pupils and adults in the school.

**Key Responsibilities**

**Strategic Direction**

The Head of School will:

* Lead the development of the school and create a positive ethos and a commitment to excellent practice
* Demonstrate the trust values in everyday work and practice
* Work within the school community to translate the school’s vision into practice that promotes and sustains continuous improvement in the school
* Support all members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents
* Ensure that learning is at the centre of strategic planning and resource management

**Teaching and Learning**

The Head of School will:

* Lead the delivery of an innovative curriculum in line with the Firwood vision of ‘Learning without Limits’
* Ensure that the curriculum delivered matches the needs and ages of all students and is supported by teaching of the highest quality
* Establish and maintain a consistent and continuous school-wide assessment system which has a focus on students’ achievement, using data and benchmarks to monitor progress of every pupil
* Create a culture and ethos of challenge and support where all pupils achieve success and become engaged in their learning
* Ensure that appropriate strategies to secure high standards of behaviour and attendance are promoted
* Monitor and evaluate the curriculum for both quality and value for money
* Ensure pupils feel happy, safe, and supported
* Monitor, evaluate and review classroom practice and promote improvement strategies
* Demonstrate and articulate high expectations and set stretching targets for the whole school community
* Achieve robust systems of pastoral care and personalised learning to ensure every pupil feels valued,

**Leading and Managing Staff**

The Head of School will:

* Develop and embed an organisational structure that reflects the school’s values and ethos, and enables management processes to work effectively in line with statutory requirements
* Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities
* Ensure that the policies of Woodbridge Trust are appropriately implemented
* Recruit, retain and deploy staff appropriately and assist in managing their workload
* Lead and motivate others and generate effective working relationships at all levels
* Maximise the contribution of all staff to improve the quality of education provided and standards achieved
* Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance
* Provide effective induction, continuing professional development and performance management in line with Firwood School’s strategic plans

**Financial and Facilities Management**

In partnership with the Executive Headteacher the Head of School will

* Plan and manage the school’s finances and resources to ensure maximum benefit for students
* Set appropriate priorities for expenditure and allocation of funds
* Ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for everyone
* Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff
* Be accountable for health and safety and safeguarding requirements

**Partnerships**

The Head of School will:

* Work in close partnership with the Executive Head and the wider academy leadership team to ensure the best outcomes for all our pupils
* Create a culture where parents and carers are values, welcomed and encouraged to engage effectively in their child’s education
* Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community
* Secure strong links with Health and Social Care Services to ensure the best possible holistic provision is provided at Firwood High School
* Work in partnership with local mainstream schools to ensure inclusive opportunities are maximised for the mutual benefit of both school communities

* Collaborate with Bolton Council and other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
* Represent the School in the wider school networks in Bolton