



Head of School – Mary Elliot School

Contract: Full Time
Location: Leamore Lane, Walsall, WS2 7NR
Contract Term: Permanent
Salary: L18-22

Job Description

Main function of the role:

The Head of School will promote and support the vision and direction of the School by providing the day-to-day leadership and management of Mary Elliot. The Head of School is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School is directly accountable to the Executive Headteacher, who retains ultimate responsibility for the School.

Mary Elliott is in a Federation with Old Hall School, it's local primary age equivalent setting.

Key Responsibilities:

The Head of School will be the engine that drives high aspirations towards school improvement, success and standards of achievement, being responsible for the day-to-day management of the children, staff and resources, so as to promote and secure the wellbeing and outcomes of all children.

The Head of School will be responsible for the safety of all children as the designated safeguarding lead or deputy safeguarding lead.

The Head of School will manage admissions to the school in line with the admissions policy and be the interface between the Local Authority, ensuring students' needs can be met, if placed at the School.

The Head of School will embody the school as a school leader being an effective and autonomous professional, making positive things happen.

Vision, Direction and Development

The Head of School will:

- Support the Executive Headteacher in developing and articulating both strategic and operational plans for securing the vision and direction of the school
- Work with senior leaders, staff and governors to rigorously evaluate progress towards targets and outcomes
- Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- To play a major role in the formation and implementation of the aims and objectives of the school
- Alongside the Executive Headteacher, prepare the school and staff for Ofsted inspections, LA visits, including the school's internal monitoring and assessment exercises, reporting as required
- Ensure that all statutory requirements are published on the school website
- Keep up to date with all relevant local and national policies and initiatives.
- Undertake any other duties that the Executive Headteacher may reasonably request

Leading Teaching and Learning

The Head of School will:

- Ensure that learning and progress is at the heart of strategic planning and resource management, considerate of varying starting points, cognition, learning, physical and sensory complexities.
- Ensure that statutory requirements for the National Curriculum are met where appropriate or applicable, and that all children are enabled to access a broad, balanced and relevant curriculum at Key Stages 3 to 5.



- Give priority to developing high quality teaching and personalised learning
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Take a lead in monitoring and tracking progress, in target setting and in raising of standards
- Ensure the school environment supports learning
- Create a culture and ethos of high expectations, challenge and engagement
- With the Executive Headteacher ensure that there is an effective system for assessing, recording and reporting of children's progress, in line with national expectations and developments
- Ensure that data is used effectively and that the impact of interventions is monitored and evaluated
- Encourage new developments in the curriculum and capitalise on local and national initiatives

Safeguarding, Personal Development, Behaviour and Welfare

- Be a lead figure in ensuring a safeguarding culture is evident throughout the school
- To provide a high standard of duty of care for staff and pupils and to comply with all legislation and guidance relating to child protection
- Ensure staff training and development is current and effective, and keep secure records of training
- Ensure that personal development opportunities and pastoral care is appropriate to the children's differing needs, experiences, interests, aptitudes and backgrounds
- To promote high standards of behaviour and to play a high profile role in all matters of discipline which may not need the direct intervention of the head teacher
- Implement strategies that encourage high standards of behaviour and attendance.

Leading and Managing Staff

The Head of School will:

- Deploy teaching, support and clerical staff on a day-to-day basis, and to ensure adequate oversight of the work of contractors and other non-school employees working on site by school staff including site staff
- Liaise with the Executive Headteacher and governors in the recruitment of teaching and support staff
- Take a leading role in the performance management of staff, linking to the school's development priorities
- Ensure CPD needs and opportunities are regularly assessed and implemented
- Be an effective team leader, coach and mentor encouraging and supporting all staff
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the Federation communities
- At all times be empathetic towards staff wellbeing, promoting initiatives for secure workforce health
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all stakeholders
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and partnership working
- Develop and strengthen leadership, including middle leadership, across the school
- Deputise for the Executive Headteacher at whole school events/ meetings when required to do so.

Efficient Use of Resources

The Head of School will:

- Work with the Executive Headteacher and the Governing Body on setting and using the school budgets
- Be a lead figure in setting and managing the agreed budget, being budget conscious on a day-to day basis, and ensuring effective administration and value for money
- Monitor the budget and with the Executive Headteacher making appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Executive Headteacher in securing additional and sufficient resources for the school



Accountability

The Head of School will:

- Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Executive Headteacher, the Chair and members of the Governing Body and the Federation, as appropriate, and build and sustain a positive working relationship; be member of the governing body.
- Provide information and support to the Executive Headteacher and to the Governing body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Executive Headteacher to ensure that the school staff and governors collect and use performance data to support school improvement
- Work with the Executive Headteacher to regularly update the Self Evaluation Form (SEF), update the school improvement plan and collect evidence to support judgments made in evaluating the school's success. Report to the Federations' Headteachers, SLT and Governors
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning

Partnership

The Head of School will:

- Facilitate and lead collaborative development ventures internal to the Federation
- Promote effective communication and positive relationships throughout the school
- Develop and encourage working partnerships with parents and carers
- Maintain and further develop an effective partnership within the Federation, with partner schools, drawing upon the strengths and expertise of staff, sharing information and ideas and working collaboratively
- To take a leading role in initiating and developing school initiatives within the wider community, and reporting to governors as necessary to help them fulfil their statutory duties
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services, Health professionals, and other stakeholders.

Federation Specific Duties:

- To work closely with the Federation's Leadership Team to ensure the implementation of a shared vision and the sharing of effective practice for and across the federation
- To work closely with the Executive Headteacher and all school leaders to develop and deliver a transition programme of excellence across the federation.
- To substitute for other Heads of School when the need arises, as directed by the Executive Headteacher.
- Collaborate and work in partnership with other agencies in providing for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
- Ensure the learning experiences for children and young people at the school and partnerships are linked into and integrated with the wider community.
- Promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally.
- Promote the outstanding Federation as a centre of excellence for education, care and families in the local and wider community by sharing effective practice, promoting innovative initiatives – with particular reference to special educational need.



School and Federation Collaboration Duties:

- To act as a model teacher and a model leader, coaching and directing staff within and outside the classroom, across the Federation.
- To support new teachers, students, supply staff and work experience students in school and, where necessary, across the Federation.
- To support the implementation and monitoring of all specific policies for your home school and generic policies for the Federation and to report to governors on their implementation as required.
- To ensure compliance with Health and Safety legislation
- To assume complete responsibility for the running of school, accountable to the Executive Headteacher, undertaking all relevant Headteacher duties in accordance with the School Teachers' Pay and Conditions.

To whom responsible:

- Executive Headteacher and governors

This job description may be amended at any time after discussions between the post-holder, the Executive Headteacher and governors.