**Head of School**

**Senior Leadership Team Member**

**Purpose of the Post**

**The Head of School is a full member of The Federation Leadership Team and the school Senior Leadership Team negotiating and influencing strategic decision making. They provide outstanding leadership across the school and the Federation working together for our children, staff and community**

Key areas of responsibility

Leadership & strategy

* Provide strategic leadership alongside the Executive Headteacher & Governors
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards the students and staff, and towards parents/carers, governors and members of the local community
* Lead by example-with integrity, creativity, resilience and clarity-drawing on own expertise and skills and that of those around them
* Communicate compellingly the schools vision, empowering all students and staff to excel
* Manage all aspects of organisation and change process
* Provide leadership in the development of innovative practice including teaching and learning and extended community activities
* Work across the Federation and with other schools and partners to achieve greater success for students
* Promote partnerships at local, regional, national and international levels to ensure continued development
* Promote and inspire an outward facing school to champion best practice and secure excellent achievement for all pupils in a climate of mutual challenge
* Ensure updated policies are in place and adhered to by all school staff
* Ensure that all statutory requirements are met

**Child Protection Designated Lead**

Responsibilities include:

* Act as a focal point for staff to discuss concerns.
* Refer suspected abuse and neglect to the Referral and Assessment Team. Referrals should be made in writing, following a telephone call to:  <https://www.gateshead.gov.uk/DocumentLibrary/LSCB/CP-ref-form-June-15.doc>
* Keep written records of concerns about a child even if there is no need to make an immediate referral.
* Ensure that they or another member of staff attend Case Conferences, Core Groups, or other multi agency planning meetings, contribute to assessments and provide a written report that has been shared with parents.
* Ensure that there are clear procedures, known to all staff, which are followed where an allegation is made against a member of staff or volunteer.
* With the Executive Head develop and update the Child Protection and Safeguarding Policies ensuring that staff and children/families/parents are aware of them.
* Provide support and advice to all members of staff within the setting regarding child protection concerns.
* Keep the Executive Head informed about any issues that arise.
* Ensure that cover is provided for the role when absent from the setting.
* Ensure that a child's Child Protection file is copied for the new educational establishment when a child moves educational settings, and that this file is transferred securely and separately from the main pupil file.
* Ensure that all staff receive appropriate training and maintain training records.
* Co-operate with any requests for information from the Local Authority, such as child protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004.
* Provide an annual report for/with the Executive Head Teacher/Governing Body, detailing any changes to policy and procedures, training undertaken by all staff and governors, number and types of incidents/cases and number of children subject to a child protection plan.
* Apply confidentiality appropriately and in line with HM Gov. [Information Sharing Guidance 2015](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

Standards

* Develop and implement an imaginative curriculum which embraces innovative approaches to teaching and learning and meets the needs of all students
* Ensure regular, rigorous monitoring and evaluation of teaching and learning
* Ensure regular, rigorous monitoring and evaluation of the curriculum to ensure current relevant and personalised.
* Demand ambitious standards for all students overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students outcomes
* Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design leading to rich curriculum opportunities and students well being
* Establish a culture of ‘open classrooms as a basis for sharing best practice within and between schools drawing upon and conducting relevant research and robust data
* Develop and embed data and benchmarking systems to monitor progress, raise standards and ensure a continuous and consistent school-wide focus on students’ achievement and reporting to home
* Ensure that a breadth of challenging targets are set, including those for attainment, progress and attendance
* Develop an ethos and structure for managing behaviour that includes a multidisciplinary approach to maximise positive outcomes
* Maintain effective assessment, recording and reporting systems for parents
* Ensure the inclusive ethos of the school promotes the progress and well-being of all students along with appropriate pastoral and emotional behavioural support
* Involve students as partners in the learning process and in the development and decision- making of the school

**Leading people**

* Create a school where staff feel valued, proud and want to continue to improve the quality of education provided to all students
* Role model strong leadership, review your own practice and performance, set personal targets and take responsibility for your own development
* Develop the leadership skills of all staff and students
* Ensure distributive leadership is embedded practice within the school
* Create, maintain and enhance effective working relationships with staff, professional associations and other partners
* Manage deployment and performance of all staff and ensure high quality professional development is available
* In partnership with the Executive Headteacher and Governing Body, support the selection, appointment, deployment and management of high quality staff

Managing the organisation

* Take responsibility for the internal organisation, management and control of the school
* Work alongside the Executive Headteacher and Governing Body on annual priorities
* Support the planning management , monitoring and reviewing of the budget, setting priorities for expenditure, allocating funds/resources in liaison with the Business Manager and executive Headteacher
* Plan, manage, monitor and review the curriculum to ensure that it meets children’s needs
* Manage and organise accommodation to ensure it meets the needs of the curriculum, any extended use, health and safety requirements and promotes a positive learning environment for all
* Be aware of environmental issues both within and beyond the school

Accountability

* Work with the Executive Headteacher, Business manager, Chair of the Governing Body and its sub-committees to enable them to fulfil their responsibilities
* Ensure safeguarding practices are robust and all staff follow procedures policies and protocols and are held to account if they fail to do so
* Alongside the Business Manager take responsibility for risk assessments including off site activities
* Produce regular reports and provide information, support and objective advice to the Local Governing Body on the educational, financial and community aspects of the school
* Develop an organisation in which staff and governors recognise they are responsible for the success of the federation and individual accountabilities are clearly defined, understood, agreed and acted upon
* Work effectively and collaboratively with external partners and stakeholders
* Create effective communications and maintain them so that families and children are well informed about all aspects of the school

Strengthening community

* Develop and encourage good relations between the school and the local community
* Work with families to meet the wider needs of the students
* Work with the Local Authority and organisations in the business, public, private and voluntary sectors in the interest of all children
* Ensure the school reflects a culturally inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports children as they become successful integrated citizens