



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Head of School

GRADE: L8 - L12

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

The appointment is subject to the current conditions of service contained within the School Teachers' Pay and Conditions document and other current education and employment legislation.

This is a leadership role where you will lead and be responsible for all areas of inclusion across school. You will deliver systematic support for these vulnerable children and their families and be responsible for supporting and advising staff to best meet the needs of vulnerable children across school.

KEY AREA OF RESPONSIBILITY

1 STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The strategic direction and development of the school is reflected in the School Development/Improvement Plan.

The Head of School works with the Head Teacher to develop a vision and strategic view for the school in its partnership with the community. He or she analyses and plans for future needs and further development within local and national contexts.

Main Tasks

Work with Head Teacher in:-

- 1.1 Formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.2 Ensuring and agreeing the production of the School Improvement Plan.
- 1.3 Monitoring and evaluating the performance of the school and its achievements, responding and reporting to the Head Teacher as required.
- 1.4 Motivating staff and pupils through interest, encouragement and recognition of their unique value.
- 1.5 Implementing the Governing Board's policies on equal opportunities.
- 1.6 Participating, to such an extent as may be appropriate having regard to the Head of School's other duties, in teaching pupils at the school.
- 1.7 Assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the schools present and likely future resources.
- 1.8 Assuming responsibility for the discharge of the Head Teacher's functions at any time when absent from school.

2 Leading and Managing Inclusion

Lead and be responsible for all aspects of Inclusion.

Main Tasks

- 2.1 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 2.2 Develop, implement and review policies and procedures relating to SEN and Inclusion.
- 2.3 Establish relevant systems/documentation for use across school which comply with the statutory legislation for SEN provision and Safeguarding.
- 2.4 Take the lead role in the development, implementation and monitoring of systems relating to inclusion.
- 2.5 Develop and implement individual action plans relating to the needs of children (for example IEP /BEP's, medical care plans, personal care plans and PEPs), ensuring that the parents/carers are actively involved in the development of these plans.
- 2.6 Monitor, evaluate and report on the attainment and progress of all identified children linked to Inclusion.
- 2.7 Provide regular updates for the Head Teacher and annual reports to the Governing Body.
- 2.8 Attend weekly Senior Leadership Meetings for the purpose of reporting, giving updates and driving Inclusion in school and to contribute to the overall ethos/work/aims of the school.
- 2.9 Establish constructive relationships with other parents, other agencies/professionals, in liaison with the Teacher, to support achievement and progress of identified children.
- 2.10 Take the lead role in the administration of documentation for meetings involving vulnerable children e.g. Early Help/CIN/CP/LAC.
- 2.11 Liaise appropriately with external agencies and the wider community.
- 2.12 Line manage staff working within the school inclusion team e.g. EAL Teachers, Learning Mentor.
- 2.13 Give advice to staff to ensure identified children receive an appropriately differentiated curriculum provision.
- 2.14 Attend and participate in regular safeguarding meetings.
- 2.15 Co-ordinate and lead on pupil transfer in and out of school for SEN and vulnerable children.
- 2.16 Take a lead role in managing and delivering pastoral support to vulnerable pupils.
- 2.17 Deliver and manage appropriate interventions/programmes to identified vulnerable pupils.
- 2.18 Participate in training and other learning activities as required.

3 TEACHING AND LEARNING

In schools the search for excellence is expressed in teaching and learning, which responds to the needs and aspirations of its pupils and acknowledges their individual worth. The Head of School works with the Head Teacher to secure and sustain effective teaching and learning throughout the school. He or she assists the Head Teacher in monitoring and evaluating the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

Main Tasks

- 3.1 Work with the Head Teacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
- (a) follows the curriculum policy of the Governing Board and meets statutory requirements;
 - (b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
 - (c) ensures the locally agreed policy on Religious Education is fulfilled;
 - (d) fulfils the statutory duties in relation to the curriculum including the National Curriculum;
 - (e) includes arrangements for the daily act of collective worship and spiritual life of the school.
- 3.2 Work with the Head Teacher to develop systems where:
- (a) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - (b) the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - (c) Information on pupils' progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school;
 - (d) There is continuity of learning and of progression for all pupils;
 - (e) Challenging targets are set for pupil attainment leading to whole school improvement;
- 3.3 Work with the Head Teacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 3.4 Work with the Head Teacher in ensuring appropriate pastoral care and guidance for all.
- 3.5 Work with the Head Teacher in determining appropriate pupil groupings, which reflect school values.
- 3.6 Work with the Head Teacher to determine policies and procedures for promoting:
- (a) pupils' self discipline;
 - (b) respect for self, others and authority;
 - (c) good behaviour on and off school premises in accordance with any written directions of the Head Teacher.
- 3.7 Work with the Head Teacher in promoting a school ethos, which extends opportunities for learning and encourages extra-curricular activities.

4 LEADING AND MANAGING STAFF

The Head of School's leadership should motivate, inspire, challenge and develop staff.

Main Tasks

To work with the Head Teacher:

- 4.1 in reviewing and assessing the staffing structure of the school;

- 4.2 in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;
- 4.3 in deploying and managing all staff appointed to the school;
- 4.4 by promoting and developing good management practice, positive staff participation, effective communication and clear procedures;
- 4.5 by supervising and participating in arrangements made in accordance with the regulations for the management of the performance of other teachers in the school, also assisting in the identification of areas in which he/she would benefit personally from further professional development;
- 4.6 in the implementation of staff development policies appropriate to the nature of the school with regard to:
 - (a) the induction of new and newly qualified teachers and other staff;
 - (b) the development of professional knowledge, skills and abilities including those necessary for career development;
 - (c) the provision of professional advice, support and training;
 - (d) the provision of references where relevant to career progression;
- 4.7 by maintaining positive and professional relationships with individuals and groups including staff unions and associations;
- 4.8 by demonstrating effective leadership through good professional practice;
- 4.9 by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

5. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Head of School works with the Head Teacher to deploy staff and other resources efficiently and effectively to meet specific objectives with the strategic plans determined by the Governing Board.

Main Tasks

- 5.1 Work with the Head Teacher to implement the policies and procedures of the Governing Board concerning the resource and premises management of the school in accordance with other guidance and any legal requirements.
- 5.2 Work with the Head Teacher to allocate, control and account for those financial and material resources of the school.
- 5.3 Work with the Head Teacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Governing Board responsibilities under health and safety and other relevant legislation, and as directed by the Head Teacher.
- 5.4 Work with the Head Teacher in seeking to provide an attractive environment, which stimulates learning and enhances the appearance of the school.
- 5.5 Work with the Head Teacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.

6. ACCOUNTABILITY

The Head of School should fulfil his or her responsibilities as specified by the Head Teacher.

Main Tasks

- 6.1 In relation to the Governing Board:
 - To advise and assist in the exercising of its functions when requested.
 - To attend meetings of and report to the Governing Board as required.
- 6.2 In relation to the community:

Work with the Head Teacher by helping to:

- (a) Develop and maintain relationships with the local community.
- (b) Ensure that the school recognises and meets its responsibilities in the life of the local community.
- (c) Develop links with local employers for the benefits of the pupils and the school.
- (d) Promote a positive image of the school in accordance with school values.

6.3 In relation to parents and those with parental responsibility:

Work with the Head Teacher in:

- (a) Building an effective partnership between the school and parents recognising them as the first educators of their children.
- (b) Promoting understanding of the aims and ethos of the school through provision of regular information to parents about:
 - The school curriculum.
 - The progress of their children.
 - Other matters relating to teaching methods and organisation.
 - Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.

6.4 In relation to the Local Authority and as directed by the Head Teacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school.

6.5 In relation to other schools, colleges and educational bodies:

Work with the Head Teacher:

- (a) By promoting continuity of learning, progression of achievement and curriculum development.
- (b) By arranging for effective transfer and induction of pupils.
- (c) By maintaining effective liaison.
- (d) By maintaining effective relationships with other schools.
- (e) By providing training and work experience placements for school and college students as appropriate and in accordance with school policy.

6.6 To ensure that safeguarding procedures are fully implemented

South Tyneside Council and Dunn Street Primary School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AB/CL

Date: 10.11.20