



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Head of School - Dunn Street Primary

GRADE: L8 - L12

RESPONSIBLE TO: Headteacher

The Head of School will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment of Headteachers, as outlined in the current School Teachers' Pay and Conditions Document (STPCD) and current Education and Employment legislation.

This job description is subject to annual review by the Governing Body and Headteacher.

Under the delegated authority of the Headteacher, the Head of School will:

- Take responsibility for the day to day organisation and operation of the school;
- Monitor the current year's budget for his/her school, in liaison with the school Office Manager;
- Be accountable for standards and the well-being of pupils in his/her school;
- Undertake duties within an agreed framework set by the Headteacher and the Governing Body that sets standards for quality and outcomes and reflects the conditions of employment of Headteachers, as outlined in the current STPCD;
- Manage day to day issues, including cover, in line with the current STPCD;
- Manage the relationship with parents and other stakeholders on a day to day basis, acting as a filter for the Headteacher; and
- Communicate issues to the Head Teacher as appropriate for information and to enable the Headteacher to be fully briefed to make informed decisions in relation to the school.

Achieving success will involve the Head of School in:

A. Leading Strategically

- Working with the Headteacher and the Governing Body, contribute to the development of a shared vision and ethos, underpinned by shared values, moral purpose and principles of sustainability, which inspires and motivates pupils, staff and all other members of the school community.
- Inspire, challenge, motivate and empower staff in his/her school to deliver the school's vision and aims.
- Model the values and vision of the school.
- Make a significant contribution to the formation of the school's policies and be responsible for their implementation.
- Work in co-operation with Children's Services Department and relevant external agencies to the benefit of all pupils.
- Working within structures established by the Headteacher and the Governing Body, secure in the school effective teaching, successful learning and achievement by all pupils and sustained improvement in their well-being, and prepare them for the opportunities, responsibilities and experiences of adult life.
- Secure the commitment of parents and the wider community at Dunn Street Primary School.

- Communicate effectively the vision of the school, so that all staff are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the children.
- Through day to day management, ensure that the budget, organisation and administration of the school support its vision and aims.
- Monitor, evaluate and report back to the Headteacher on the effects of policies, priorities and targets on the practice of the school.
- Inspire, challenge, motivate and empower school stakeholders to attain challenging outcomes.
- Anticipate, lead and manage the changes needed to secure the vision and aims of the school.

B. Leading Teaching and Learning

- Secure and sustain effective teaching and learning throughout the school.
- Monitor the quality of teaching and standards of pupils' learning and achievement in Dunn Street Primary School to ensure that school targets are achieved.
- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Demonstrate the principles and practice of effective teaching and learning to all staff engaged in supporting teaching and learning in school.
- Challenge and manage any under-performance of staff, in line with the school's policy for performance management, liaising with the Headteacher over any failure by staff to comply with any action plan produced to address under-performance.
- Ensure that learning is at the centre of planning and resource management at the school, in line with the School Improvement Plan.
- Demonstrate and articulate the high expectations of the school and set stretching targets for the school with the Headteacher.
- Ensure a consistent and continuous focus on pupils' achievement, using data and benchmarks identified by the Head Teacher to monitor progress in relation to every child's learning.
- Ensure that all pupils receive a good-quality education through a programme designed to promote stimulating styles of teaching in a safe and healthy school environment, which promotes the well-being of all children in line with the school's vision and aims.
- Implement and monitor strategies set by the Headteacher to secure high standards of behaviour and attendance.
- Contribute to the development of an effective curriculum and implement it, ensuring that it meets the individual needs of pupils.
- Contribute to the evaluation, review and development of improved systems and structures within the school to benefit children's learning.
- Work in partnership with external services and agencies to benefit all pupils' learning and well-being.

C. Leading and Managing the School

- Establish safe employment procedures, which place the safety of children and young people at the heart of all practices.
- Delegate management tasks within the school, in line with school policy, and monitor the work of all staff.
- Make professional, managerial and organisational decisions, based on guidelines set by the Headteacher and the Governing Body.
- Think creatively to anticipate and solve problems.
- Advise the Headteacher on the formulation of the annual budget, in relation to objectives set for the school in each school improvement cycle.
- Ensure that financial regulations are adhered to and that any budget delegated by the Head teacher or the Governing Body is used effectively to achieve outcomes which reflect the vision and aims of the School.
- On a day-to-day basis, manage and be accountable for the school's financial, human and physical resources.
- Establish structures and system, in line with guidelines set by the Headteacher and the Governing Body, so that day-to-day operational decisions can be made effectively, accepting responsibility for those decisions.

- Create a working environment in school, which takes account of workload and work-life balance.
- Manage day to day staffing issues and cover in line with the current School Teachers' Pay and Conditions Document (STPCD).
- Be responsible and accountable for implementing communication strategies developed by the Headteacher.
- Be responsible for the security and effective supervision of the school site and report any lack of maintenance to the appropriate authority.

D. Leading People - Developing Self and Others

- Build and sustain effective working relationships in school.
- Foster an open, fair, equitable culture and manage any day to day conflict.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance and the performance of all staff.
- Be responsible for leading, motivating, supporting, challenging and developing staff at the school to secure improvement.
- Allocate, support and evaluate the work undertaken by groups, teams and individuals at the school, ensuring clear delegation of tasks and responsibilities, in a manner consistent with their conditions of service and in line with the School's Improvement Plan.
- Be responsible for effectively implementing the school's systems for the management of staff performance, including setting targets relating to pupils' progress.
- Participate in the arrangements for Head of School performance management.
- Engage in a professional dialogue with the Headteacher and the SIP appointed to the school.
- Create a culture in school which encourages ideas and contributions from others.
- Hold staff to account and challenge under-performance.
- Secure a positive working relationship with the Headteacher and the Governing Body.

E. Leading in the Community - Promoting Community Cohesion

- Recognise and take account of the richness and diversity of the school's community and work in partnership with other agencies and services to promote community cohesion.
- Work in effective collaboration with other schools and with parents and carers and other agencies for the well-being of all children.
- Be responsible and accountable for the effective delivery of extended services at the school, to meet the needs of the community as outlined in the School Improvement Plan.
- Work in partnership and promote partnership working by staff at the school with other agencies to support the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Identify and report to the Headteacher opportunities to invite parents and carers, community figures, business or other organisations into the school, to enhance and enrich the school and the school's value to the wider community.
- Share effective practice and promote innovative initiatives with other schools.
- Co-operate and work with relevant agencies to protect children.
- Engage the school community in systematic evaluation of the school's work and report the outcomes to the Headteacher.

F. Securing Accountability

- Be accountable for reporting the efficiency and effectiveness of the school to the Headteacher and the Governing Body.
- Engage staff in the systematic and rigorous self-evaluation of the work of the school and work closely with the Headteacher to ensure that effective school self-evaluation informs school improvement priorities within the School Improvement Plan.

- Provide information, objective advice and support to the Headteacher, to enable him/her to meet his/her responsibilities for securing effective teaching and learning and improved standards of achievement.
- In liaison with the Headteacher, report to the Governing Body on the discharge of the Head of School's functions and the affairs of the school.
- Make the leading contribution to a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and OfSTED, which the Headteacher will produce.
- Report to the Headteacher annually on the performance management of teachers at the school in relation to the School Teachers' Pay and Conditions Document.
- Provide information about the work and performance of staff where it is relevant to their future employment.
- Ensure the implementation of the school's system for the collection and analysis of performance data to promote school improvement.
- Develop and sustain a good working relationship with the other schools and other agencies, informing the Headteacher of any concerns or issues which could affect the reputation or smooth running of the school.

South Tyneside Council is 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 obtain 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/NR/CL

Date: 4.01.21