



## HEAD OF SCHOOL

### JOB DESCRIPTION

#### Role Purpose:

The head of school, under the direction of the director of education, will be responsible for providing the leadership and management of the academy in line with the vision of the trust and manage the day-to-day running of the school.

#### Key Accountabilities:

Reporting to the Director of Education, this post holder will be accountable for

#### Main purpose

The head of school, under the direction of the director of education, will be responsible for providing the leadership and management of the academy in line with the vision of the trust and manage the day-to-day running of the school.

#### Duties and responsibilities

##### Leadership and management of the school

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the trust's relevant finance staff member
- Implement the trust's appraisal policy and other management processes and systems
- Support the implementation of trust-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the relevant member of the trust staff, where you centralise elements of school-level recruitment
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school

##### Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils

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Version	1.0



- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

### **Communication**

- Work with the director of education to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the CEO or board as necessary

### **Managing resources**

- Contribute to the budget setting, cash-flow management and all other financial management processes with the relevant member of trust central staff
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

### **Other areas of responsibility**

Referring to Leadership and Headteacher standards.

The head of school will be required to safeguard and promote the welfare of children and young people and follow school and trust policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the director of education.

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## PERSON SPECIFICATION

Whether you're a 3year old in nursery learning to explore the world around you, an 18year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"> <li>• Show energy, enthusiasm and passion for what you do</li> <li>• Demand the highest quality in all that you do, and in the work of your team</li> <li>• Willing to champion new ideas and think beyond the status quo</li> <li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> </ul>

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Version	1.0



	<ul style="list-style-type: none"> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**  
E – Essential

**Assessed at**  
A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Right to work in the UK	X		X	X	
	Maths and English GCSE at grade C or above	X		X	X	
	Relevant qualifications including QTS	X		X	X	X
	First Aid qualification desirable.		X	X	X	X
	Knowledge and understanding of safeguarding.	X		X	X	X
<b>Experience</b>	Successful leadership and management experience in a school.	X		X	X	X
	Teaching Experience	X		X	X	X
	Involvement in school self-evaluation and development planning.	X		X	X	X
	Experience of managing a team	X		X	X	X
	Demonstrable experience of successful line management and staff management.	X		X	X	X
<b>Skills</b>	Data analysis skills and the ability to use data to set targets and identify weaknesses.	X		X	X	X
	Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	X		X	X	X
	Understanding of school finances and financial management	X		X	X	X
	Ability to communicate a vision and inspire others	X		X	X	X
	Impeccable written and oral communication skills	X		X	X	X
	Ability to build effective working relationships	X		X	X	X
	The ability to write clearly and concisely and to produce and maintain documents and systems	X		X	X	X
	Ability to demonstrate diplomacy and tact	X		X	X	X
	Ability to negotiate and obtain cooperation from others	X		X	X	X

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