



Job Description: Head of School

Main Purpose

The Head of School, under the direction of the Executive Headteacher, will be responsible for providing the leadership and management of Willow School in line with the vision and manage the day-to-day running of the school.

The Head of School will take a major role in:

- Contribute to and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness and support the development strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives

Qualities

The Head of School will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have a nurturing and whole-child centred approach

Duties and Responsibilities

Leadership and Management

- Manage senior and middle leaders, developing a professional culture among 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
- Implement the school's performance management policy and other management processes and systems

- Support the implementation of school-wide policies
- Undertake self-evaluation and school improvement planning alongside the school-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary alongside the Executive Headteacher and Proprietors
- 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
- Oversee the school's approach to online safety, ensuring appropriate filtering and monitoring systems are in place and that all staff understand their roles in managing online risk
- Embed a culture of zero tolerance towards child-on-child abuse, and ensure inappropriate behaviour is challenged
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk

Teaching, Curriculum and Assessment

- 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
- 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
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

- Make sure the school fulfils statutory duties regarding the [SEND code of practice](#).

School Culture and Behaviour

- Work within the senior leadership team (SLT) and with other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Accountability and Working in Partnership

- Work with the Executive Headteacher and Proprietors to keep them informed of the performance of the school, giving them what they need to provide support and challenge
- Attend any relevant meetings
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other Areas of Responsibility

Other areas of responsibility will be negotiated with the successful candidates to reflect their strengths. These may include responsibility for:

- Attendance
- Transition in and out of school
- Governor liaison
- Careers provision
- Community and stakeholder engagement
- Pupil progress
- Key Stage leadership

- Assessment and data analysis
- Timetabling
- Behaviour

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 that the head of school will carry out. The postholder may be required to do other duties appropriate to the level of the role.