



**Girnhill Infant School
Hardwick Road
Featherstone
WF7 5JB**

Head of School Job Description and Person Specification

Post title:	Head of School
School:	Girnhill Infant School
Pay range:	L12-L16
Line manager:	Chief Executive Officer
Supervisory responsibilities:	All school based staff

Job Description

Core purpose:

- Take the lead role on working with the Local Governing Body and Chief Executive Officer to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a school improvement plan and implement it successfully.
 - Secure and sustain excellent teaching to achieve high standards of learning and attainment
 - Hold all staff to account for their professional conduct and practice.
 - Ensure inclusion, diversity and access.
 - Lead by example to foster an open, transparent and equitable culture.
 - To be responsible for the internal organisation, management and control of the Girnhill School.
 - Manage finance and resources astutely to maximize their use and value.
 - Develop and sustain effective relationships with the Local Governing Body, and the Chief Executive Officer in particular, to ensure effective governance of the School, and the discharge of Governing Body responsibilities.
 - Build/develop and maintain effective relationships with parents and all members of the School and wider community to enhance the education of all pupils.
 - Create an outward-facing school to work with other organisations and partners to champion best practice
 - To uphold the highest standards of professional ethics, and support the Governors in ensuring that this impacts on all aspects of the School decision making processes
 - To keep children safe and support the Governors to implement and oversee the highest possible standards of child protection, prevent strategies and safe-guarding throughout the School.
 - To represent the School at panels, working groups and meetings as required by the Governors and Chief Executive Officer.
 - To undertake other duties and responsibilities as is reasonably directed by the Governors and Chief Executive Officer.
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Duties and responsibilities

Qualities and knowledge

- Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and School systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating local and national policy into the School's context.
- Communicate compellingly the School's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems and process

- Ensure that the School's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in School and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the trustees to understand their role and deliver their functions effectively – in particular its functions to set School strategy and hold the headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving School system

- Create an outward-facing School which works with the other Schools in the Trust - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
 - Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
 - Inspire and influence others - within and beyond School - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
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Girnhill Infant School

Head of School

Person Specification

Qualifications

1. Qualified teacher status
2. Degree level qualification or equivalent
3. Further relevant professional / academic study and evidence of continuous professional development and knowledge of current issues in Education.
4. At least three years of proven strong, successful senior leadership and management experience within the primary sector with proven expertise in KS1/EY.

Qualities and Knowledge – show evidence of

5. Governing Body hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behaviour, and positive relationships and attitudes.
6. Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. Understand how to empower all students and staff to excel.
7. Evidence of implementing, managing and evaluating change in a collaborative way.

Pupils and Staff – show evidence of

8. Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.
9. Significant experience in evaluating and using data to plan and improve pupil performance
10. A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the School's work
11. A commitment to valuing, supporting and encouraging the professional development of all staff members

Systems and Processes – show evidence of

12. An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children
13. Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium Collect evidence and research in order to make sound judgements against set criteria
14. A clear understanding of and commitment to promoting and safeguarding the welfare of children

The Self-Improving School – show evidence of

15. Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver School improvement
16. A commitment to building and maintaining effective and positive relationships with parents, carers, trustees, the wider community and other Schools.
17. Can inspire and influence others, within and beyond the School, to believe in the fundamental importance and value of education in young people's lives
18. Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, trustees and parents
19. The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level

Commitment

Demonstrate a commitment to:

- a. Equalities and the Equality Act 2010
- b. Promoting the Trust's vision and ethos
- c. High ethical standards
- d. Relating positively to and showing respect for all members of the Trust and wider community
- e. Ongoing relevant professional self-development
- f. Safeguarding and child protection

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.