

Job Outline and Person Specification

Job Title	Head of School
Location	Bridestowe Primary School
Reporting to	Primary Executive Head teacher
Job Term	Full Time / Temporary to cover Maternity
Salary	L1 – L5
Effective date	Easter 2019

Bridestowe Primary school works in partnership with The Dartmoor Federation cluster of schools, a very successful cross-phase group of schools comprising: Okehampton College; Boasley Cross; Bridestowe; Lydford; Exbourne Church of England and Northlew & Ashbury Parochial Church of England Primary Schools.

In January 2018 The Dartmoor Federation schools converted to academy status and formed the Dartmoor Multi-Academy Trust in partnership with two other Secondary schools – Tavistock and Holsworthy – and seven other primary schools – Bradford; Bridgerule; Black Torrington; Okehampton; North Tawton; South Tawton and Chagford. We are excited by the opportunities for sharing good practice and resources and for staff development.

This post is based at Bridestowe Primary School, however, you may be required to work across all of our MAT schools, as directed.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Primary Executive Headteacher.

Job Purpose

The Head of School will have a class teaching responsibility (0.8 fte) and strategic leadership within the school.

The Head of School will, on a daily basis, be the public face of the school, managing its daily business and engaging in all activities and elements of school life.

The Head of School will promote and support the vision and direction of the Primary School by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School will be able to demonstrate outstanding teaching whilst leading and managing the school on a day-to-day basis, being the first point of contact for all stakeholders and external agencies in matters relating to the school.

The Head of School will be an ambassador for the school and promote and raise the school's profile in the wider community.

The Primary Executive Headteacher responsible for the Dartmoor Federation Primaries has overall and strategic responsibility for all Dartmoor Federation primary schools and will support and advise the Head of School in each school and is their line manager.

As an employee within the Dartmoor Multi Academy Trust, you may be required to work at any of the schools within the Trust.

Key Responsibilities

The Head of School will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users, resources and buildings so as to promote and secure the achievement and wellbeing of all children and adults. The Head of School will work with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries, Trust Executive Strategic Group and Local Governing Board to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved, the Head of School will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff and parents in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis for any short term internal organisation, management and control of the school. In carrying out their duties the Head of School will consult and liaise with, and work in partnership with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries. He/ she will consult, as appropriate, with the LA, the Local Governing Board, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his/her responsibility towards them. You will be closely involved with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

Vision, Direction and Development

The Head of School will:

- Support the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Primary Leadership Group, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes
- Work with the Primary Leadership Group, staff and governors to rigorously evaluate progress towards targets and outcomes
- Advise and support staff and governors in policy development and implementation.

Teaching and Learning

The Head of School will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the School
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording and reporting of children's progress
- Tackle under performance at all levels
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others

- Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning / working environment

Leading and Managing Staff

The Head of School will:

- Liaise with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries and Governors in the recruitment and selection of teaching and support staff
- Liaise with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries to manage effectively the day-to-day deployment and performance of all staff
- Support the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries in carrying out the requirements for Performance Management/Teacher Appraisal
- Support the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries and governors in creating and maintaining good working relationships amongst all members of the school/Federation community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership across the school

Efficient use of Resources

The Head of School will:

- Work with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries and the Local Governing Board as required on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive

learning and working environment for all

- Support the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries in securing additional and sufficient resources for the school.

Accountability

The Head of School will:

- Work with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Primary Executive Headteacher, Trust Executive Strategic Group, Chair and members of the Local Governing Board as appropriate and build and sustain a positive working relationship
- Provide information and support to the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries and to the Local Governing Board and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Work with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raise levels of achievement
- Work with the Primary Executive Headteacher responsible for the Dartmoor Federation Primaries to update the school's Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success
- Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning

Partnership

The Head of School will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between all Dartmoor Federation schools, the family of Co-Operative Trust schools and the local community
- Develop and encourage an effective partnership with the community & other Dartmoor Federation schools, drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively

- Encourage inter-school links and events of mutual benefit to Community & other Dartmoor Federation children
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals as required

Person specification – Criteria for Consideration

- Knowledge and understanding of:
 - statutory education frameworks
 - ways to build, communicate and implement a shared vision
 - strategic planning processes
 - leading change, creativity and innovation
 - new technologies, their use and impact
 - strategies for communication, both within and beyond the school
 - strategies for raising achievement and achieving excellence
 - models of learning and teaching
 - models of behaviour and attendance management
 - curriculum design and management
 - school self-evaluation process
 - strategies to promote individual, team and organisational development
 - building and sustaining a learning community
 - the impact of change on organisation and individuals
- Qualifications:
 - Qualified to degree level
 - Qualified teacher status

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).