



JOB DESCRIPTION

Head of School

REPORT TO

Chief Executive Officer

GRADE

L6 – L10

JOB PURPOSE

The Head of School will take responsibility for the leadership and management of the school. They will be supported by an experienced team to provide high quality professional leadership, ensuring the highest standards of teaching, learning and achievement.

KEY RESPONSIBILITIES

Shaping the Future

- Collaborate with the CEO to create and implement a shared vision that reflects the Trust's values and inspires all stakeholders.
- Translate the vision into clear objectives, a costed annual strategic plan and actionable operational goals.

Leadership of Teaching, Learning and Assessment

- Ensure teaching quality is central to strategic planning, with high expectations and aspirational targets.
- Establish consistent systems for monitoring, assessment, and evaluation, aligning with Trust standards.
- Use data to identify progress and implement effective interventions, regularly reviewing their impact.
- Promote behaviour, attendance and attitudes that support active, engaged learning.
- Monitor and support high-quality teaching, addressing under-performance where necessary.

Managing the Organisation

- Develop and sustain an efficient organisational structure that raises standards and ensures policy compliance.
- Oversee the day-to-day running of the school, adhering to safeguarding, health and safety and other statutory requirements.
- Manage resources effectively to enhance education, secure value for money and drive school improvement.
- Support recruitment, retention and staff development, advising on performance and capacity.

Financial Management

- Collaborate with senior leadership on budget priorities, managing resources within the budgetary cycle.
- Work with the CFO to ensure efficient administration, value for money and the acquisition of additional resources.

Leading and Managing Staff

- Oversee staff performance management, addressing under-performance as necessary.
- Build strong relationships within the school community, promoting respect, teamwork and leadership development.
- Support succession planning by identifying development areas and building on staff strengths.

Securing Accountability

- Provide reports and advice to the CEO, Trustees and Governors, ensuring clear staff accountabilities.
- Present accurate accounts of school performance to stakeholders, fostering a culture of collaboration and responsibility.

Strengthening Community

- Build a curriculum and culture that values diversity and fosters connections with the wider community.
- Collaborate with agencies, parents, carers and organisations to support children's holistic development.
- Encourage community engagement to enrich the children's experiences.

Safeguarding

- Ensure safeguarding policies and practices align with statutory guidelines, including KCSIE (Keeping Children Safe in Education), and are fully implemented.
- Train staff in their safeguarding responsibilities and collaborate with agencies to protect children.
- Take on the role of Designated Safeguarding Lead, responsible for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Task
EDUCATIONAL QUALIFICATIONS AND TRAINING			
Qualified Teacher Status	✓		A
Evidence of a continued professional development		✓	A
EXPERIENCE			
Varied experience and understanding of teaching and learning across EYFS, KS1 and KS2	✓		A, I & T
Recent experience as a senior leader in an infant, junior or primary school	✓		A
Responsibility for developing, monitoring and evaluating an aspect of school provision	✓		A & I
Experience of contributing to self-evaluation and school improvement	✓		A & I
Experience of line management, staff accountability, leading training and development	✓		A & I
Experience of working with parents and families	✓		I
Experience of working in at least two schools		✓	A
Experience of coaching and mentoring		✓	A & I
Experience of data analysis		✓	T
Experience as either DSL or DDSL		✓	A
KNOWLEDGE AND UNDERSTANDING			
Understanding of assessment and pupil progress	✓		I
A proven track record as a strong teacher	✓		A
In-depth knowledge of the professional Teaching Standards.	✓		I & T
Understanding of strategies for school improvement	✓		I & T
Up to date knowledge and understanding of current educational issues		✓	I
SKILLS			
Ability to motivate, lead and manage people to work both individually and in teams	✓		I
Ability to plan strategically and implement change	✓		T
Strong communication skills with a range of audiences both orally and in writing	✓		A, I & T
Competent in the use of ICT	✓		A
Ability to prioritise, work under pressure and meet deadlines	✓		A & T

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Effective administrative and organisational skills	✓		I & T
PERSONAL ATTRIBUTES			
A strong belief in the value of education and its ability to transform lives.	✓		A & T
Able to take and communicate difficult decisions and deal with sensitive issues in a professional manner.	✓		A & I
Lead by example, displaying a strong, ethical approach	✓		I
Upholds the seven principles of public life.	✓		A
Demonstrates personal resilience, persistence and perseverance.	✓		I