



iMAT - Every School a Great School

Innovate Multi Academy Trust's vision is to establish great primary academies that are centres for innovation and excellence for leadership and teaching, and where pupils are safe and engaged in their learning. The outcomes for all children will be above national expectations in all core subjects. The curriculum in all of our academies is tailored to meet the needs of each individual whilst nurturing talents and encouraging greatness in all areas of school life. Our children will be great athletes, great musicians, great public speakers and great citizens because of the opportunities provided at each academy. We believe in staff training and development and we want to be the academy of choice for new and experienced staff.

HEAD OF SCHOOL

Job Description

The Directors of Education, Local Governing Body and the iMAT Trust acknowledge the importance of the role of the Head of School and will actively offer support, encouragement, CPD and realistic challenge to the successful candidate

Post Title: Head of School

Location: Kilsby CE Primary School

Responsible to: Director of Education

This job description is not a comprehensive definition of the post

Salary Range: L4 to L8

The successful candidate will bring:

- ✓ The ability and energy to lead and motivate others
- ✓ A vision to combine creativity with the basic skills of learning
- ✓ High expectations and outstanding classroom practice
- ✓ Expertise in the leading role of curriculum development, assessment, monitoring standards and behaviour management
- ✓ Enthusiasm to work with a highly motivated team
- ✓ Commitment to, and promotion of, safeguarding and welfare for all children, in line with the Trust ethos and values

Key Purpose

- Provide professional leadership and be responsible for the day to day efficient management of the School
 - Lead by example through perseverance and commitment, to develop an ethos of integrity, compassion, clarity, creativity and tolerance throughout the community, to value self-esteem alongside respect for others.
 - Maintain high morale and to set an example of professionalism, high quality performance and leadership.
 - Develop in all pupils and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world.
 - Enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, voluntary organisations, optimising the benefits of being a member of the Trust.
 - Continue to maintain the distinctive individual ethos of their designated School while working within the vision and ethos of the Trust.
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Specific Responsibilities

- Work with the Directors of Education, the CEO, the Trust Directors and Local Governing Body, to develop a strategic vision for the School within its community.
 - Implement and monitor the School Development Plan to ensure children achieve high standards and teaching is effective to raise standards.
 - Monitor and analyse the impact of the Plan, report to the Directors of Education and the Local Governing Body.
 - Ensure the day-to-day management of the School, including finance and administration, supports the policies, vision and aims of the Trust.
 - Work with Heads of Schools, Directors of Education and CEO to realise the vision, aims and priorities of the Trust, including the trust strategic plan.
 - Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
 - Work with the Directors of Education and other Heads of School in the Trust to ensure policies and practices promote inclusion and equality.
 - Actively engage with parents/ carers and other professional support services to enhance the life chances for our children.
 - Undertake the role of Designated Safeguarding Lead and have day-to-day responsibility for safeguarding using the My Concern system within school.
 - Undertake any reasonable duties as directed by the Directors of Education and CEO not specified within this job description.
 - Adhere to the iMAT staff code of conduct
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Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Directors of Education to raise standards with an increasing number of children meeting the new national standard with expected or exceeding progress across all ability groups and identified groups, such as PPG and LAC.
- Under the direction and guidance of the Directors of Education contribute to the leadership, development and review process of all aspects of the curriculum including planning, recording and reporting.
- Under the direction and guidance of the Directors of Education, manage the School through strategic planning and the formation of policy and delivery of strategy, ensuring all management decisions are implemented.
- Under the direction and guidance of the Directors of Education lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning throughout the School, including lesson observations to ensure consistency and quality first teaching is at minimum good and much is outstanding.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the School and in line with Trust expectations.

- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
 - Ensure, through effective mentoring and coaching, the active involvement of children and staff in their own learning.
 - To be fully committed to promoting, developing and leading the distinctive Christian character of the school.
 - Promote the use of ICT and new technologies to enhance and extend learning for children and staff.
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Leading and Managing

- With the Directors of Education, lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
 - Ensure and promote safeguarding the welfare of children and staff and as the Designated Safeguarding Lead take lead responsibility for child protection (including online safety).
 - Undertake responsibilities of Health and Safety policies and inform the Directors of Education of any identified risks or issues to ensure the safety and welfare of children, staff and visitors.
 - Ensure the effective dissemination of information and ongoing improvements to agreed systems for internal communications.
 - Contribute to the financial planning processes to ensure the needs and priorities of the school are being met in line with value for money principles.
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Developing Self and Staff

- Support the ethos of the Trust, where every individual is treated with dignity and respect and the safety and welfare of children is paramount.
 - Support the development of collaborative approaches to learning across the Trust and beyond.
 - Participate in the safer recruitment of all staff and oversee the work of any supply teacher, trainee or volunteer.
 - Organise and support the induction of staff new to the School.
 - Lead the annual Performance Management for teachers and appraisals for support staff.
 - Lead the development and delivery of staff training linked to Action Plan priorities, needs of the School and personal targets, including own.
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The Director of Education has ultimate Headteacher responsibility and accountability for those schools within his/her remit

The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to demonstrate this commitment.

All teaching posts are subject to the STPCD currently in force