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| **C:\Users\SLT\Documents\My Received Files\IMG-20170809-WA0002.jpgOsekita Academy**  **Head of School Job Description** | |
| **Job Title:**  **Pay/Month:**  **Post term:** | Head of School Primary  Grade 9 depending on experience – in particular ICT skills  Permanent |
| **Responsible to:**  **Work Base:** | **CEO and Executive Principal**  Osekita Academy – Iworoko Road |

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| Reporting to: **CEO and Executive Principal** |
| In addition to 25% teaching duties:  **Main Purpose:** To carry out the duties of Head of School synonymous with that of a Primary Headteacher in accordance with relevant statutory provisions.  **Shaping the Future**  The Head of School will work with the Osekita Academy Board and the Executive Principal to create a shared vision and strategic plan which inspire and motivate pupils, staff and all other members of the school community. The Head of School will: |
| * Ensure the vision for the all-through academy is clearly articulated, shared, understood and acted upon effectively by all. * Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement. * Demonstrate vision and values in everyday work and practice. * Motivate and work with others to create a shared culture and a positive climate. * Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence. * Ensure that strategic planning and the school culture and curriculum take account of * the diversity, values and experience of the school and community at large. |
| **Managing the Organisation**  The Head of School will provide effective management of the academy and continuously seek to improve organisational structures based on self-evaluation. The Head of School will: |
| * Take responsibility for safeguarding and promoting the welfare of children. * Create an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements. * Develop high performing teams of teachers and leaders within the organisation * Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities. * Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives. * Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities. * Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school. * Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. * Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money. * Use and integrate a range of technologies and ICT effectively and efficiently to manage the school. |
| **Leading Learning and Teaching**  The Head of School has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils’ achievement. The Head of School will: |
| * Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every student’s learning. * Ensure that learning is at the centre of strategic planning and resource management. * Establish creative, responsive and effective approaches to learning and teaching. * Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. * Demonstrate and articulate high expectations and set stretching targets for the whole school community. * Implement strategies which secure high standards of behaviour and attendance. * Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning strategies. Training will be provided to support this. * Monitor, evaluate and review classroom practice and promote improvement strategies. * Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils. * Challenge under-performance at all levels and ensure action is taken to secure improvement. * Encourage and support high performing pupils at the school. |
| **Developing Self and Working with Others**  Effective communication and relationships are key to effective headship. The Head  Teacher needs to build a professional learning community which enables others to achieve. The Head of School will: |
| * Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. * Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. * Develop and maintain effective strategies and procedures for staff induction, professional development and performance management. * Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. * Acknowledge the responsibilities and celebrate the achievements of individuals and teams. * Develop and maintain a culture of high expectations for self and for others. * Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others. * Manage own workload and that of others to allow an appropriate work/life balance. * Work with the board in active partnership. |
| **Securing Accountability**  With values at the heart of leadership, the Head of School has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents and the board of the Academy. The Head of School will: |
| * Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. * Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people. * Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation linking directly to staff appraisal * Work with the board (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money. * Reflect on personal performance and take account of feedback from others. * Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers. * Fulfil commitments arising from contractual accountability to the board. |
| **Strengthening Community**  The Head of School should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits. The Head of School will: |
| * Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities. * Ensure learning experiences for pupils are linked into and integrated with the wider community. * Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families. * Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development. * Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. * Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives. * Co-operate and work with relevant agencies to protect children. * Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment. |
| **Health & Safety – Everyone’s responsibility.**  The Head of School will ensure that all staff: |
| * Co-operate with health and safety requirements. * Report all defects and hazards to the member of staff responsible for this in your school. * Complete the action risk assessments for all potentially hazardous on/off site activities. * Use, but not misuse things provided for health, safety and welfare. * Not undertake unsafe acts. Inform employer of any “Near-Misses”. * Be familiar with the emergency action plans for fire, first aid, and off site issues. * Raise health and safety issues with pupils. Specifically for the year 2016-2017 |

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| IMG-20170809-WA0002**Person Specification**  **Head of School** | | |
| *Osekita Academy is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment* | | |
| **QUALIFICATIONS**  *These are the only qualifications accepted for the role of class teacher.* | * Qualified Teacher Status through the NCE certificate; * A good Honours Degree with PGCE/PGDip. * A good Honours Degree with significant teaching experience and a willingness to undergo further teacher training development * Newly qualified NCE graduate | * Prepared themselves for the post through appropriate professional development |
| **SKILLS & EXPERIENCE** | * Successful experience of teaching (or teaching practice) in Pre-School.   Proven ability to:   * Provide a stimulating and challenging classroom environment * Differentiate to meet the needs of all learners * Use observational assessment to inform future learning * Sensitively and effectively manage the behaviour of children * Work in partnership with parents/carers * Work effectively with support staff * Able to work on their own initiative and be part of a team * Able to see tasks, plans and ideas through to completion * Able to communicate effectively in a wide variety of forms to a range of audiences | * Experience of being involved in a networked learning community * Use ICT effectively to support and enrich learning experiences |
| **ATTITUDES** | * Value the education of every student as equally important * Be committed to equal opportunities * Believe in students’ entitlement to a broad, balanced and meaningful education * Be committed to high quality in all aspects of their work * Have a collaborative approach to partnership working * Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation | * Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues * Understand and practise the principles of change management |