

## St Nicholas CofE Primary School

### *Job Description*

<b>Post Title</b>	<b>Acting Head of School</b>
<b>School:</b>	<b>St Nicholas CofE Primary School</b>
<b>Salary / Range</b>	<b>L9-13</b>
The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the executive head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.	
<b>Purpose</b>	Implement the schools agreed policies as exemplified through the professional duties and specific responsibilities of the post.
<b>Responsible to</b>	Executive Headteacher and Governing Board of St Nicholas CofE Primary School
<b>Character of the School</b>	As a Teacher in a Church of England School you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation. You are required to take part in and lead acts of collective worship.
<b>Leadership</b>	The Acting Head of School provides professional leadership and management for the school, promoting a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Acting Head of School must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. The Acting Head of School must establish a culture that promotes excellence, equality and high expectations of all pupils and staff.

<p><b>Managing the Organisation</b></p>	<p>To provide effective organisation and management of the school in order to maintain an efficient, effective and safe learning environment:</p> <ul style="list-style-type: none"> <li>a. To ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school</li> <li>b. To create an organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.</li> <li>c. To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.</li> <li>d. To work with Executive Headteacher, governors and senior colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the school.</li> <li>e. To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the Executive Headteacher and Governing Body.</li> <li>f. To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.</li> <li>g. To promote an attractive environment which stimulates learning and enhances the appearance of the school.</li> <li>h. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.</li> <li>i. To use and integrate a range of technologies effectively and efficiently to manage the school.</li> </ul>
<p><b>Shaping the Future</b></p>	<p>To work with the Governing Body, local churches in the parish and Executive Headteacher to create a shared vision which expresses Christian values, British values core educational values and moral purpose.</p> <ul style="list-style-type: none"> <li>a. To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.</li> <li>b. To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.</li> <li>c. To lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate.</li> </ul>

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	<p>d. To work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement.</p> <p>e. To assist in creating and implementing a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.</p> <p>f. To ensure creativity, innovation and the use of appropriate new technologies.</p> <p>g. To promote excellence and enjoyment in all that the school does</p> <p>h. To ensure that policies and practices take account of national, local and school data and inspection research findings.</p> <p>i. To develop and maintain the educational partnership currently existing between the school and parents, Governing Body, Vine Trust Schools, the LA, the local community and other agencies including the health authority and social services.</p> <p>j. To ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.</p>
<p><b>Leading Learning and Teaching</b></p>	<p>The Acting Head of School, supported by the Executive Headteacher and Governing Body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their potential as children of God, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.</p> <p>a. To create and maintain an environment which promotes and secures creative, responsive and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.</p> <p>b. To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values, supports and challenges all children, including those with Special Educational Needs, Disabilities and English as an additional language, and to ensure that appropriate provision is made for the more able pupils.</p> <p>c. To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and national benchmarks to monitor progress in every child's learning.</p> <p>d. To monitor and evaluate curricular provision, regularly review classroom practice and the achievement of all pupils in order to set and meet challenging, realistic targets for improvement.</p> <p>e. To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils.</p> <p>f. To maintain and develop curriculum continuity with the secondary schools and to encourage curriculum links through learning networks with other schools and the Vine Trust.</p>

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<p><b>Developing Self and Working With Others</b></p>	<p>The Acting Head of School will establish effective relationships and communication in order to build a professional learning community, enabling others to achieve.</p> <p>In an Anglican school the role of Acting Head of School is one of leadership of a learning community rooted in faith. Through performance management and effective continuing professional development practice, the Acting Head of School supports and challenges all staff to achieve high standards.</p> <ul style="list-style-type: none"> <li>a. To give a clear lead to all staff in the development and the continuing formation of the school's Anglican identity.</li> <li>b. To create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.</li> <li>c. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.</li> <li>d. To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.</li> <li>e. To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional development opportunities in the context of the school's agreed improvement priorities.</li> <li>f. To acknowledge the responsibilities and celebrate the achievements of individuals and teams.</li> <li>g. To maintain and develop a senior leadership team and wider management structure and culture which enables effective communication, involvement and development.</li> <li>h. To regularly review own practice, set personal targets and take responsibility for own personal development.</li> <li>i. To manage own workload and that of others to allow for an appropriate work/home life balance.</li> </ul>
<p><b>Securing Accountability</b></p>	<p>The school is accountable for ensuring that pupils enjoy and benefit from a high quality education, promoting collective responsibility within the whole school community.</p> <ul style="list-style-type: none"> <li>a. To ensure that governors are welcomed into the school and invited to share in its Anglican life.</li> <li>b. To provide timely information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.</li> <li>c. To create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.</li> <li>d. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.</li> </ul>

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	<p>e. To present regular, coherent and accurate accounts of the school's performance in a form appropriate to a range of audiences, including governors, the Vine Trust, the local community, OFSTED and others, to enable them to play their part effectively.</p> <p>f. To reflect on personal contribution to school achievement and take account of feedback from others.</p> <p>g. To ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils are able to understand realistic and challenging targets for improvements and to make a contribution to achieving them.</p>
<b>Strengthening Community</b>	<p>To work collaboratively at both strategic and operational levels with all connected with the school community for the well-being of all children.</p> <p>a. To recognise that the school is part of the Church locally and seek to promote the partnership between the parish, home, Vine Trust, Diocese of Chelmsford and school.</p> <p>b. To promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.</p> <p>c. To create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment.</p> <p>d. To ensure that learning experiences for pupils are linked into opportunities provided in the wider community.</p> <p>e. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.</p> <p>f. To create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.</p> <p>g. To seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.</p> <p>h. To contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.</p>
<b>Other Relationships</b>	<p>The Acting Head of School is required to work in partnership with the Executive Headteacher, Diocese of Chelmsford, the Local Authority, The Diocese of Chelmsford Vine Schools Trust and other relevant organisations.</p>
<b>Other duties and responsibilities</b>	<p>To carry out any safeguarding duties, including the role of DSL, as deemed necessary by the Executive Headteacher.</p> <p>To carry out any other duties that the Executive Headteacher may deem necessary.</p>

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## **Specific Duties**

### **Teaching and Learning**

- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes
- Support and lead staff meetings/staff CPD and SLT where appropriate

### **Health, safety and discipline**

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils by:
  - upholding the behaviour policy
  - support Executive Head teacher in making decisions involving exclusion, and in their absence leading the decision making
  - issuing slips
  - recording incidents including racist and bullying,
  - meeting parents and supporting teachers in meetings
  - liaising with Senior Middy
  - attend and contribute weekly safeguarding/behaviour meetings

### **Management of support staff**

- Monitoring and supporting Class teachers in their day to day management of Class LSAs
- To manage the Performance management process of LSAs
- Contribute to the recruitment, selection, appointment and professional development of support staff
- Deploy resources delegated to them
- To manage the probation period of newly appointed teachers and LSAs
- To mentor ECT's throughout their ECT year
- To uphold the absence management procedure, including return to work meetings, signing off absence requests and self-certification

### **Management of teachers**

- Monitoring and supporting Class teachers in their day to day management of LSAs
- Monitoring and supporting Class teachers in their delivery of excellent teaching
- Monitoring classroom environments to support the delivery of excellent teaching
- Contribute relevant feedback to teacher PMR's through Head meetings
- Monitor and supporting teachers in achieving their PMR targets
- To manage the probation period of newly appointed class teachers
- To uphold the absence management procedure, including return to work meetings, signing off absence requests and self-certification

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

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## **Communication**

- Communicate with pupils, parents and carers
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

## **SATS Tests, phonics screening and times tables tests**

- Ensure materials are ordered with class teacher
- Register pupils as appropriate with Executive Head teacher
- To participate in external moderation meetings with class teacher