**Job Description**

**Name of Executive Head teacher:** Delia Jameson

**Post Title:** Head of School. St Joseph’s Camberwell Catholic Schools’ Federation. (Junior)

**Section 1: Core Purpose and Accountability**

**The Head of School will report directly to the Executive Head teacher and will be accountable, alongside the Executive Head Teacher, for the following areas:**

To provide professional leadership and management of the school.

To establish high quality education by effectively managing teaching and learning.

To establish a culture that promotes excellence, equality and high expectations of all pupils.

To provide vision, leadership and direction for the school and ensure that it is managed and organised to meet aims and targets.

To evaluate the school’s performance to identify the priorities for continuous improvement and raising standards.

To ensure equality of opportunity for all, develop policies and practices, ensure that resources are efficiently and effectively used to achieve the school’s aims and objectives and for day-to-day management, organisation and administration of the school.

To secure the commitment of the wider community to the school by developing and maintaining effective partnerships.

To create a productive learning environment which is engaging and fulfilling for all pupils.

The Head of School is accountable to the Governing Body.

**Section 2: Generic**

* 1. Under the direction of the Executive Head teacher, you are to carry out the duties as set out in the Pay and Conditions Document and subject to any amendments due to government legislation.
  2. To actively undertake personal professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

**Section 3: Performance Management**

* 1. To undertake annual Performance Management, setting and agreeing targets linked to school improvement priorities with the Executive Head teacher and school governors.

**Section 4: Key Areas**

* 1. **Shaping the Future**

Work with the Executive Head teacher, governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community; expressing core educational values and moral purpose and inclusive of stakeholders’ values and beliefs.

**Actions:**

* Ensure the Catholic vision for the school 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
* Ensure the quality of teaching and learning is excellent
* Continue to maintain established successful partnership across St Joseph’s Camberwell Catholic Schools’ federation Junior School
* Demonstrate the vision and values in everyday work and practice
* Motivate and work with others to create a shared culture and positive climate
* Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
* Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large
  1. **Leading Learning and Teaching**

Work with the Executive Head teacher to raise the quality of teaching and learning and pupils’ achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.

Establish a successful learning culture which enables pupils to become effective, enthusiastic, independent learners, committed to life-long learning

**Actions:**

* Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’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 an effective assessment framework
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
* Monitor, evaluate and review classroom practice and promote improvement strategies
* Challenge underperformance at all levels and ensure effective correction action and follow-up
* Work closely with senior leaders to ensure good progression for children and consistency in the quality of teaching and learning
  1. **Developing Self and Working with Others**

Work alongside the Executive Head Teacher to build a professional learning community which enables others to achieve.

Support all staff in achieving high standards through performance management and effective continuing professional development.

Be committed to own professional development.

**Action:**

* Treat people fairly, equitable 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 review
* 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 others and take appropriate action when performance is unsatisfactory
* Regularly review own practice, set personal targets and take responsibility for own personal development
* Manage own workload and that of others to allow an appropriate work/life balance
* Ensure individual staff accountabilities are clearly defined, understood and agreed
  1. **Managing the Organisation**

Work with the Executive Head Teacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.

Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

Build capacity across the workforce, through re-examining the roles and responsibilities of adults working in the school, and ensure resources are deployed to achieve value for money.

Seek to build successful organisations through effective collaboration with others.

**Actions:**

* 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
* Produce and implement clear, evidence-based improvement plans and policies for development of the schools 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
* Implement successful performance management processes with all staff
* 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 is 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 effectively and efficiently to manage the school
  1. **Securing Accountability**

Work alongside the Executive Head Teacher to be accountable to a wide range of groups, particularly pupils, parents, carers, governors the Arch Diocese and the LA.

Be accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

Be accountable to the governing body for the school, its environment and all its work.

**Action:**

* Fulfil commitments arising from contractual accountability to the governing body
* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
* Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers
* Reflect on personal contribution to school achievements and takes account of feedback from others
  1. **Strengthening Community**

To work alongside the Executive Head Teacher, governors and staff to strengthen and develop the Catholic ethos of the school, allowing this to influence and shape all areas of the school’s work and collective worship

To work alongside the Executive Head Teacher to commit to engaging with the internal and external school community to secure equity and entitlement.

Collaborate with other schools, in order to share expertise and bring positive benefits to their own and other schools.

Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**Action:**

* Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities
* Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
* Ensure learning experiences for pupils are linked into and integrated with the wider community
* Collaborate with other agencies in providing for 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 initiatives
* Co-operate and work with relevant agencies to protect children