



Job Description

Bridport Primary School – Head of School

The Head of School will be responsible and accountable for the successful development and sustainability of Bridport Primary School, supporting it to grow as part of the Minerva Learning Trust.

This appointment is in accordance with Articles of Government, Conditions of Employment of Headteachers and Teachers Pay and Conditions document, and the policies and procedures of the Minerva Learning Trust.

Job title: Head of School

Salary: L16 - L22 negotiable within ISR.

Accountable to: Executive Principal of the Minerva Learning Trust and Local Governing Body for Bridport Primary School and to the Board of Trustees of the Minerva Learning Trust.

Core Purpose

- As Head of School to ensure high standards in all aspects of school life including educational outcomes and to manage and deploy resources in the most efficient manner to support this.
- Work with the EP and MLT Leadership Group to collaborate and build effective partnerships across all MLT schools.
- Work with the EP and LGB to help develop a strategic view for Bridport Primary School as part of the Minerva Learning Trust.
- Analyse and plan for future needs and further development for Bridport Primary School within the local and national context.
- Ensure all within the community are safe, feel safe and that the school has a culture of Safeguarding which permeates all it does.

Shaping the Future

- Identify and consolidate the overall school aims and vision for the future and cascade them effectively to all members of the school community.
- Work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement and good outcomes.
- Explore and investigate local and regional collaboration and networking opportunities which align with the school vision and strategic plan.
- Demonstrate the school's vision and values in everyday work and practice.
- Develop the Leadership team and invest in whole school staff CPD.
- 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.
- Ensure robust self-evaluation, based on evidence, which informs future planning.

Learning and Teaching

Working with the EP and Leadership Team to:

- Secure and sustain effective teaching and learning; monitor and evaluate the quality of teaching and standards of students' achievements; use National benchmarks and set aspirational targets for improvement (at individual and school level).
- Maintain effective assessment, recording and reporting systems for all students, ensure these are used to challenge under performance and drive improvement.
- Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, and good behaviour which enables teachers to meet their professional standards.
- Ensure the curriculum in the school is knowledge rich and supports long term learning.
- Develop teaching and learning through a range of strategies including coaching and sharing best practice and CPD, to raise student achievement and increase engagement.
- Ensure that appropriate support for children and their families is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs/those in receipt of Pupil Premium/different ability groups, to inform future developments and lead to success for our pupils.
- Lead on the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create, maintain and build on effective partnerships with parents to support and improve pupils' achievement and personal development.

Leading and Managing Staff

- 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 cross phase educational establishments to build effective learning communities.
- Attend and encourage others to attend, local and regional seminars, meetings and conferences and networking opportunities relevant to job role.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review – including managing the induction of newly qualified teachers.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals and establish clear delegation of tasks and responsibilities.
- Acknowledge responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Accountability

- Work with the EP, to evaluate the efficiency and effectiveness of Bridport Primary School.

- Provide information, objective advice and support to the EP, LGB and Board of Trustees to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and to achieve efficiency and value for money.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the performance of all aspects of pupils attainment and progress, in a form appropriate to a range of audiences, including Trustees, Governors, the local community, OFSTED, and others.
- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's priorities for improvement.
- Ensure all Safeguarding and Child Protection policies are rigorously followed and that a culture of Safeguarding permeates the school.

In addition to the job description the Head of School is expected to fulfil the expectations of the person specification and to comply with National Standards of Excellence for Heads.

The Head of School is expected to perform other reasonable tasks as laid down in the School Teacher Pay and Conditions document and as required from time to time at the discretion of the EP, the LGB or the Board of Trustees.

This post is Head of School level as responsibility for the following rests with the Minerva Learning Trust:

- Budget setting (in consultation with Head of School), budget profiling, monitoring and financial forecasting. Any tendering processes will be led and managed by the MLT.
- Premises Management in terms of ensuring statutory Health and Safety tests are carried out, responding to premises emergencies, dealing with tenders, contracts, insurance and financial management. The MLT will develop a Premises Management Plan based on audits as appropriate.
- HR issues such as pay policy, payroll, policy development, formal disciplinary and capability cases, Safeguarding issues, liaison with HR services at Dorset County Council, redundancy processes etc. The Head of School retains day to day management of HR issues following MLT policy guidance.
- The LGB is a committee of the Board of Trustees so final decisions rest with the Trust who have oversight of the effectiveness of the LGB at Bridport Primary School.
- School Improvement Priorities will be agreed between the Head of School and EP to reflect both MLT priorities and local needs. The Head of School and the EP are ultimately responsible to the Board of Trustees for the standards and performance of the school in all key aspects, including Safeguarding.

The key focus of this job description is to allow the Head of School to focus on teaching and learning as far as possible so that they can improve the life chances of the children in their care.