**REDWOOD PARK ACADEMY**

**Job Description**

**Job Role: Head of School**

**Job Details**

**Salary: L19 – L23**

**Contract: Permanent**

**Hours: Full Time**

**Reporting to: Executive Principal**

**Core Purpose:**

* To work in close collaboration with the Executive Principal and deputise in their absence as required (in a manner agreed by the Chief Executive Officer).
* To manage the academy on a day-to-day basis including the organisation and administration.
* To support the academy’s vision and aims and to maintain and continue to develop a culture that promotes excellence, equality, and aspirational expectations for all stakeholders.
* To ensure that the School Improvement Plan and Self Evaluation Form are planned, implemented and their impact measured, under the guidance of the Executive Principal
* Take a leading role within internal and external Quality Assurance processes, with support from the Executive Principal
* To provide a high-quality education by effectively managing the Quality of Education and using bespoke learning opportunities, in line with the curriculum offer, to realise the full potential of all pupils.
* To line manage and provide leadership for the Assistant Principals.
* To regularly review and develop policies, practices and structures that take account of the academy’s unique ethos.
* Work collaboratively with wider Solent Academies Trust Strategic Leadership team in areas agreed by the Executive Principal and/or Chief Executive Officer.
* To ensure that resources are efficiently and effectively used to achieve the academy’s aims, supporting the Executive Principal in the management of the academy budget, specifically the curriculum budget.

**RESPONSIBILITIES**

**Strategic Direction and Development**

* To be a dynamic and supportive member of the Leadership team, playing a key role in the ongoing development of the academy as an innovative, high performing, and emotionally intelligent organisation for the 21st century
* To effectively manage an agenda of change and development to maintain outstanding standards in all areas of academy life.
* To be an ambassador for the academy and the multi academy trust, promoting the academy locally, regionally, and nationally
* To work closely with the Executive Principal, Chief Executive Officer, Academy Committee, and the senior team to ensure key progress indicators for impact, improvement and development are achieved.

**Hold Lead Strategic Role for Standards and Raising Attainment**

* Work with the Senior Leadership Team to sustain high quality, effective teaching through structured monitoring, evaluation and review processes including liaison with the Academy Committee, Inspectors, Advisors and Consultants.
* Sustain an effective, stimulating, and inclusive learning environment for teaching and learning.
* Work with the Executive Principal to lead and continuously develop the curriculum to best reflect the academy’s curricular aims and to meet the needs of all pupils.

**To Manage and Lead Analysis of Variation and Impact of Intervention Strategies**

* Maintain and extend current curriculum development work, ensuring that the ‘assess, plan, do, review, adapt’ cycle is followed.
* Use national, local, and school data effectively to monitor, evaluate and analyse pupil progress; planning and implementing effective intervention to support all pupils to achieve their potential and develop their self-confidence and self-esteem and general wellbeing.

**Oversee Professional Development of all staff**

* Working with the Senior Leadership Team to take an active role in ensuring the teachers’ standards are maintained and promoting and providing continuous professional development opportunities to ensure the professional effectiveness of teaching and support staff
* Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.
* Ensure the academy is a place that encourages pupils and staff to develop and maintain positive attitudes towards each other, the environment, the community, teaching, and learning.
* Oversee structured support and assessment for Early Career Teachers and ITT trainees when appropriate to enable them to meet the relevant professional standards.

**Leading and Managing Staff**

* Line manage Assistant Principals and other key staff, as agreed with the Executive Principal
* Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Planning priorities.
* Take the lead in co-ordination of key aspects of academy organisation and management e.g., CPD Scheduling, Timetabling and Deployment.

**Efficient and Effective Deployment of Staff and Resources**

* Utilise accommodation effectively to meet the teaching and learning/pupil needs across the academy.
* Use appropriate resources, in consultation with the Executive Principal, for effective, efficient, and safe teaching and learning across the academy. To include accommodation, agreed budgets, staff, time, courses, development opportunities and ICT equipment.
* To monitor and quality assure key Health & Safety processes and recording, acting swiftly to identify concerns and seek guidance and support via appropriate channels.



**Safeguarding and Child Protection**

* Work alongside the Executive Principal and wider team as the Designated Safeguarding Lead
* To liaise with Local Authority agencies and participate fully in safeguarding processes, under the guidance of the Executive Principal

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Evidence** | **Evidence from** |
| 1. Qualifications, Career Development and Experience
 | * Qualified Teacher Status
* Qualification in Special Education
* Leadership Qualification e.g., NPQSL, NPQH
* Evidence of leading whole school initiatives successfully
* Substantial, recent, and successful experience of teaching pupils with learning difficulties and disabilities
* Show a proven commitment to providing effective staff development.
* Evidence of successful experience in whole school self evaluation
* Knowledge and understanding of current national policies/consultation documents.
 | Application form |
| 1. Personal Qualities and Leadership
 | * Be able to secure the respect and confidence of a range of audiences including parents, staff, governors, professionals, and the wider community (local, regional, national)
* Demonstrate a flexible attitude and an innovative approach to managing complex issues and schools facing challenges.
* Commitment, passion, enthusiasm, and drive to achieve the very best for the pupils and the academy community.
* A screenshot of a phone  Description automatically generatedDemonstrate the ability to lead and to manage change, showing empathy to the various stakeholders.
* Effective presentation and communication skills
* An ability to create, sustain and develop teamwork using a range of approaches including coaching, mentoring, and providing challenge and support.
* Resilient and able to work under pressure, retaining a focus on the overall strategic aims and philosophy of the academy.
* High level organisation skills and the ability to prioritise, manage time and make decisions effectively.
* Ability to delegate effectively.
 | Application FormInterview Reference |
| C. Learning and Teaching | * Commitment to achieving excellence and a track record of delivering a high-quality education for all.
* A commitment to raising standards across the ability and age range.
* Teaching is judged consistently as outstanding.
* Commitment to developing a broad-based curriculum that addresses the needs of a diverse range of learners with SEN and complex needs.
* Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity, and inclusion strategies.
* Sound experience of handling school performance data: collation, evaluation, reviewing and taking appropriate action.
* An ability to articulate the links between effective learning and teaching and continuing professional development.
 | Application FormInterview Reference |
| D. Partnerships and Community | * An ability and commitment to promoting the school, its ethos and achievements to current and prospective parents, carers, professionals, and other stake holders.
* A track record of developing effective relationships with parents, governors, the LA, and other agencies to enhance the education of all students.
* Experience of working collaboratively with other schools
* To celebrate the contribution of the school to the wider community
 | Application FormInterview Reference |



Signed Employee……………………………………………………………….Date……………………….

Signed Manager…………………………………………………………………Date………………………