
Job Description for Head of School

Reporting to: The Principal and Senior Link

Based at: New College Pontefract

Start date: 27 August 2019

**Responsibility Allowances are derived in line with the size of the school – specifically, the number of courses and number of students within a particular school.*

The college wishes to appoint a Head of School with the energy, skills and background to provide strong leadership and direction in the college.

The work of the Head of School is critical in the college's achievement of its goals and targets. Effective Heads of School contribute significantly to the success and progression of students and the achievement of the School's challenging targets. They play a critical role in setting high standards for staff, establishing and maintaining high expectations. They nurture the talent and performance of staff and students, they identify, celebrate and share good practice and they provide robust challenge and support when staff and student performance do not meet expectations.

The tasks of a Head of School are therefore two-fold; involving, managing and ensuring student achievement, and managing and ensuring staff achievement. The role involves the effective leadership and direction of the teams within the school in order to ensure that outcomes are at least good.

OVERALL PURPOSE OF THE POST

- To be accountable for leading, managing and developing the School.
- To be accountable for student progress and development within the School.
- To be accountable for the raising of standards of student achievement and attainment within the School and to monitor and support student progress.
- Use of strategic leadership skills to ensure that staff are aware of the required expectations regarding student achievement and progress.
- Overall responsibility for the development and delivery of the subjects within the School.
- To sustain a learning and achievement culture within the School, aligned to college mission and values.
- To play a critical role in the setting of high standards
- To put systems in place to ensure high quality teaching and learning from all School members of staff that result in good and outstanding outcomes for students.

MAIN DUTIES

Quality Assurance

- To ensure the effective operation of quality control systems in adherence to those within the college.
- To ensure that the college quality procedures are implemented within the School.
- To ensure that the School's quality procedures meet the requirements of self-assessment.
- To contribute to the college procedures for lesson observation.
- To monitor and evaluate the School in line with agreed college procedures including evaluation against national benchmark data and performance criteria.

- To seek/implement modification and improvement where required.
- To develop the effectiveness of teaching and learning styles within the School and develop common standards of practice.
- To challenge underperformance within the School, whilst disseminating and promoting areas of best practice.
- To support the Lead IV and Quality Nominee as they carry out their roles to ensure that BTEC processes are compliant with requirements, where applicable.

Operational/Strategic Planning

- To lead the development of appropriate specifications/syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the School.
- To develop and direct staff within the School, delegating tasks where appropriate.
- The day to day management and operation of course provision within the School, including the effective deployment of staff and physical resources.
- To link with senior leaders to ensure that work in the School fully reflects the college ethos and mission.
- To work with subject colleagues to formulate objectives and plans for the School which have coherence with the objectives and plans of the college.
- To ensure that health and safety, safeguarding and PREVENT policies and procedures are fully implemented within the School, and trust policies more widely.
- To ensure that equality and diversity principles are well-supported within the School and that the equality and diversity policy is implemented.
- To chair and set agendas for School meetings ensuring that minutes are taken and distributed to those involved and senior links.

Curriculum Provision

- To liaise with senior leaders to ensure the delivery of an appropriate, comprehensive and high quality School programme that complements the college self-assessment processes.

Curriculum Development

- To lead staff in the School in preparing for the delivery of the reformed qualifications.
- To keep up to date with national developments in the School area and teaching practice and methodology.
- To ensure the development of the School area is in line with national developments.
- Working with senior leaders to ensure the curriculum on offer matches learner, community and employer needs.

Staffing

- To work with senior leaders to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To work with and develop any staff who require improvement, implementing HR policies where appropriate.
- To be responsible for the efficient and effective deployment of colleagues in the School.
- To provide advice and guidance on matters relating to teaching and learning as appropriate. NQTs will need the specific support of the Head of School.
- To undertake examination reviews with colleagues within the department in the Autumn term prior to reviewing departmental examination performance with senior leaders.
- To undertake appraisals and examination reviews for the School, taking effective action where evidence suggests underperformance at departmental or individual teacher level.
- To participate in the interview process for teaching staff as required.
- To be responsible for the day to day management of staff within the school and act as a positive role model.
- To promote teamwork and to motivate staff to ensure effective working relations.

Management Information

- To make highly effective use of analysis and performance data.
- To lead School staff in setting and implementing assessments, in line with trust and college schedules, and working collaboratively with Heads of School across the trust.
- To identify and take appropriate action on issues arising from assessment data.

Communications

- To ensure that all members of the School are familiar with the aims and objectives of the School.

- To communicate with a range of individuals and groups to represent the School and the scope of its work.

External Partners and Outside collaboration

- To establish close, collaborative working relationships with relevant Heads of School in other trust colleges in order to support the sharing of resources, planning of schemes of work, planning of assessments and wider mutual support, in order to establish consistency wherever possible and appropriate.
- To contribute to the work on external projects with other institutions.
- To undertake and be responsible for projects at other institutions, working off-site as required.
- Within college, the Head of School may be asked to work across college with other Schools and areas.

Marketing and Liaison

- To contribute to college liaison and marketing activities.
- To lead and take responsibility for an active role in marketing the School, including any necessary liaison with partner schools and the effective promotion of the School at Open Evenings in college.

Teaching

- To consistently promote outstanding teaching and learning within the school, including your personal classes
- Direct and lead staff in achieving outstanding levels of teaching & learning.

Additional Duties

- To play a full part in the life of the college community, to support its mission and ethos and ensure that students and staff follow this example.

This post includes 5 additional days outside of term time, at the direction of the Principal

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Head of School

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Specialist knowledge of one or more subjects in the School • Proven experience and evidence of successful teaching evidence with good or outstanding value added results • Excellent classroom practitioner • Experience of teaching in the 16-19 range at Level 3 • Experience of co-ordinating/managing the work of others in some capacity • Recent experience of supporting the professional development and improvements in quality of the provision of teachers • Experience of the management of change which leads to improvement of outcomes • Understanding of current developments in the 14-19 education sector 	<ul style="list-style-type: none"> • Recent experience of leading a team of staff • Previous experience of challenging underperformance and developing staff to produce improved outcomes • Experience of implementing quality assurance systems, which lead to good or outstanding provision
Education and Training	<ul style="list-style-type: none"> • Educated to Degree (or equivalent) standard • A recognised teaching qualification • Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance • Relevant INSET training 	
Special Skills and Knowledge	<ul style="list-style-type: none"> • A willingness to use a range of teaching and learning techniques which engage and support learners • Appreciation of the benefits of e-learning and ICT inside and outside of learning • Openness to developments in approaches to teaching and learning • Knowledge of how assessment and data support learning • Knowledge of exam board criteria and assessment objectives 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Clarity of vision and a philosophy centred upon the individual learner's value, potential, aspirations and needs • Strong commitment to student welfare, achievement and support • Integrity, warmth and empathetic approach to students and staff alike • Sound judgement, tolerance and respect of others • Commitment to academic excellence and development of the potential of others • An ability to encourage, inspire and motivate learners and staff • An ability to demonstrate high standards and expectations of self, other staff and learners • An ability to think strategically • Awareness of cross college issues and priorities • A passion for the subject(s) and for teaching and learning • Can work collaboratively and supportively with other members of staff • Highly effective skills of communication, organisation and accuracy • Ability to work flexibly and respond positively to change and continuous improvement • Excellent interpersonal skills • Ability to focus on developing others and delegate effectively • Highly effective organisational and administrative skills • Positive and open style of management • Excellent team player • Be IT literate 	<ul style="list-style-type: none"> • Ability to maintain a sense of perspective and sense of humour
Additional Factors	<ul style="list-style-type: none"> • A willingness to contribute to college life beyond the classroom • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others • Commitment to equal opportunities • Commitment to safeguarding the welfare of students 	