



Job description: Head of School

Job details

Salary: L14-L18 (£65,010 - £71,729)

Hours: 40.75 hours per week

Contract type: full-time, permanent

Reporting to: Proprietor

Responsible for: Priory Park Community School Staff

Main purpose

The head of school, under the direction of the proprietor, will be responsible for providing the leadership and management of Priory Park Community School in line with the vision of the school and manage the day-to-day running of the school.

Duties and responsibilities

Leadership and management of the school

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the proprietor.
- Implement the school's appraisal policy and other management processes and systems
- Support the implementation of school-wide policies
- Undertake self-evaluation and school improvement planning alongside the school-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school

Teaching and learning

- Work with staff to promote high quality teaching across all subjects

- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive
- Work with the proprietor to ensure the curriculum is relevant and is meeting the needs of the young people.

Communication

- Work with the proprietor and governing board to keep them informed of the educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the school and share with colleagues across the school how this is being demonstrated in the school
- Attend any relevant local governing body meetings
- Attend all meeting relevant to the role and represent the school
- Contribute to reports to the board as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the proprietor
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Health & Safety

- Work with the proprietor to ensure the Health & Safety Policy is reviewed and followed.
- Report any Health and Safety concerns to the proprietor as soon as they have been identified.
- Ensure relevant risk assessments are in place for young people and all educational activities.

Role Model

The Head of School will be a role model to all staff and young people, following the Nolan principles of public office:

- **Selflessness**
 - Holders of public office should take decisions solely in terms of the public interest.
- **Integrity**
 - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their

work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

➤ **Objectivity**

- Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

➤ **Accountability**

- Holders of public office are accountable for their decisions and actions to the public and must submit themselves to the scrutiny necessary to ensure this.

➤ **Openness**

- Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

➤ **Honesty**

- Holders of public office should be truthful.

➤ **Leadership**

Safeguarding

The head of school will be required to be the Designated Safeguarding Lead (DSL) for the school, working with the Deputy DSLs to ensure all young people are safeguarded and staff are suitably trained

Main purpose

- The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).
- They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Duties and responsibilities

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the proprietor of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Liaise with the proprietor, case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the proprietor and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
 - The above includes:
 - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential
 - Add any other duties of particular relevance to your school

Managing the child protection file

- Ensure child protection files and CPOMS records are kept up to date
- Keep information confidential and store it securely
- Make sure CPOMS records include:
 - A clear and comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
 - A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in-year transfers):

- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place
- Add any other duties of particular relevance to your school

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the proprietor and governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
- Add any other duties of particular relevance to your school

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Add any other duties of particular relevance to your school

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- Add any other duties of particular relevance to your school

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Add any other duties of particular relevance to your school

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals
- Add any other duties of particular relevance to your school

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually
- Add any other duties of particular relevance to your school – please note that the DSL may carry out filtering and monitoring responsibilities alongside IT staff, other senior leaders, and the governing body

Other areas of responsibility

The head of school will be required to safeguard and promote the welfare of children and young people, and follow school and school policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the proprietor.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Extensive Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of successful leadership in a specialist setting
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Extensive knowledge of SEND and behaviour management
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 19/4/24

Next review date: April 2027

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____