

IRON

Inclusive, Resilient, Open, Nurturing

IAT Job Description:

Head of School

Responsible for:

- To be an active and supportive lead member of the school's senior leadership team and to support the Executive Headteacher in setting the strategic vision for the schools.
- To contribute to the development of workable operational plans and lead on their implementation.
- To take a lead in monitoring and evaluating the quality of teaching and student achievement in the schools.
- Manage the school effectively, undertaking the day to day management, organisation and administration of the schools.
- Assist the Executive Headteacher in ensuring the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the Trust's development priorities and Strategy.
- To play a key role in promoting the aims, value and ethos of the individual schools and facilitate effective communications with all stakeholders.
- Undertake the professional duties of the Executive Headteacher and to deputise for all aspects of the role in their absence.

Specific

- To be proactive with key developments pertinent to the leadership and management of the school and statutory requirements, keeping the Executive Headteacher fully informed.
- To develop effective networks and partnerships promoting educational improvements and success.
- To develop outstanding relationships with parents and carers.
- To lead and co-ordinate other leaders so that they deliver the development of the school's curriculum, teaching strategies, schemes of work and in monitoring and evaluation to reflect the school's programme of continuous improvement.
- To contribute to the Trust Head teacher Board, when required

- To play a lead role in developing and implementing the school's teaching and learning priorities through effective assessment procedures, the development of personalised learning and ensuring curriculum enrichment opportunities are maximized. Follow national guidelines and line leaders and practitioners, to ensure consistently high standards of teaching overall.
- To advise and work with the Executive Headteacher and the governing body on the formulation of its policies and their implementation to meet the aims and development priorities of the schools.
- To assist the Executive Headteacher with the recruitment and development of excellent staff and in ensuring high standards of discipline and morale throughout the Trust
- To ensure the shared development and operation of effective assessment, recording and reporting systems, using the full potential of technology and data systems to set targets, monitor students' progress and raise attainment across all schools.
- To ensure the effective operation of systems for quality assurance and appraisal and CPD, ensuring that staff are led, trained and managed to achieve challenging goals.
- To construct, implement and maintain the school timetable.
- To lead on the management and development of the school website.
- To act as a Deputy Designated Safeguarding Lead in the absence of the Executive Headteacher ensuring a robust culture of vigilance across all the schools.
- To undertake any reasonable duty at the request and discretion of the Executive Headteacher.
- To comply with the Trust's policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.
- In order to do their job efficiently, the Head of School will be trained and coached in the relevant procedures and policies where necessary. They will be expected to familiarise themselves with the school and policies and to seek advice and guidance if required.