

The Federation of Boldmere Schools

Cofield Road · Sutton Coldfield · B73 5SD

Our Vision: The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.

HEAD OF SCHOOL

Context of Appointment

This post was originally effective from the 1st September 2016 when the Federated Governing Board for Boldmere Junior School and Boldmere Infant School and Nursery approved a new senior management structure for the federated schools with the appointment of a single **Executive Headteacher** responsible for both schools supported by a **Head of School** for each of the individual schools. The expectations that are listed below are to go alongside the job description and person specification for the post of Head of School, as we have incredibly high expectations of our school leaders. There may be some repetition of the duties that are expected and this is to ensure that we have absolute clarity of what leadership we expect from our appointed Head of School.

Role and Responsibilities

OVERALL RESPONSIBILITY

Under the direction of and in support of the Executive Headteacher, who is required to provide professional, strategic leadership and management across the Federation to ensure the highest standards of child-centered education are provided for pupils in a safe, secure environment and that this secures the success of the Federation of Boldmere Schools, the Head of School is accountable for the education of all pupils and will ensure that all pupils will benefit from the highest quality education and strive to achieve the best standards possible. Working with the Federated Governing Board, the Executive Headteacher is required to develop and motivate all staff and it is the responsibility of the Head of School to ensure that the Executive Headteacher is fully supported at all times.

JOB PURPOSE

To secure outstanding outcomes and build upon the previous successes for all pupils in the Federation of Boldmere Schools through shared leadership of a single named school and joint strategic leadership of the Federation. It is essential that each Head of School works in collaboration, ensuring that there is a seamless blend of education across the Federation of Boldmere schools. Whilst maintaining the individuality of each school along with the consistent standard of excellent achievement and attainment of pupils attending our schools.

JOB ROLE

The role is to act under the leadership of the Executive Headteacher of the Federation of Boldmere Schools undertake the following in the position of Head of School for **Boldmere Junior School** to:

- Challenge educational under achievement and inspire children to reach their full potential;
- Maintain the school as a centre of excellence and success, developing partnerships with sponsors, pupils, parents and carers, the local community and other key stakeholders;
- Lead and motivate the staff of the school, particularly the Senior Leadership Team, setting clear and aspirational goals to achieve strategic aims;

- Manage the organisational and educational change necessary to achieve and sustain success;
- Develop the learning environment and facilities of the school;
- Successfully manage the day-to-day operations of the school;
- Ensure efficient and effective management of all resources.

KEY RESPONSIBILITIES

To be accountable to the Executive Headteacher, the Chair of Governors and the Federated Governing Board for:

- The learning, teaching, progress and outcomes for the pupils of the school;
- The effective day to day management of the school;
- The effective implementation of agreed Federated Schools vision, principles and policies;
- Promoting and embedding the vision and principles of the federated schools;
- Developing staff effectively to positively impact upon the quality of teaching and learning being delivered in the school;
- Securing effective learning and teaching with high expectations of behaviour and discipline.

SPECIFIC DUTIES AND RESPONSIBILITIES

In each of the following areas of responsibility, the Head of School will carry out the relevant specific duties:

Strategic Development:

To contribute (with other members of the Senior Leadership Team) to:

- The securing of high quality aspirations, self-belief, outcomes, learning and progress for all pupils;
- The maintenance of the Federated Schools as a centre of excellence and innovation in education;
- A rich partnership with families and community to build a learning community that strives for personal growth;
- The development of strategies for a positive transition into school for children and parents;
- The vision and strategic direction of the Federated Governing Board;
- The evaluation of outcomes and practice and consequent planning for improvement, for the Named School;
- The efficient and effective use of resources across the Federated Schools;
- The promotion of the Federation of Boldmere Schools and developing strong productive relationships with a wide range of stakeholders.

Learning and Teaching:

For the named school to ensure:

- That very high expectations of pupil achievement and behaviour are established throughout the school and secured;
- The quality of teaching and learning in all year groups is secure and constantly improving to maintain outstanding;
- The curriculum for learning is broad, rich, relevant and inspirational and contributes to outstanding attitudes and outcomes;

- That agreed clear lines of accountability work in practice to secure outcomes for all pupils;
- That all children make optimal progress even when there are barriers to learning, through excellent systems and provision for all;
- Rigorous use of data about pupil progress and outcomes to optimise learning for all children and to drive up standards of teaching and learning;
- Establishment and maintenance of an ethos and relationships in which children and staff develop their values to create an emotionally healthy environment which optimises learning in line with school policies and strategic direction;
- Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success;
- Rigorous and effective implementation of systems of quality assurance, appraisal and effective professional development of teachers;
- Direct line management of school leaders;
- Effective recruitment and selection of staff in line with school policies and strategic direction;
- Build a learning community within the school, modelling and promoting a self-critical reflective approach;
- Open, searching professional self-evaluation of the school and supported evaluation with the Senior Leadership Team and any relevant external groups;
- Co-operate with and ensure positive impact of, agreed school improvement work including that with Boldmere Teaching School Alliance and other organisations;
- Maintain open professional dialogue with the whole SLT about the individual school's identification of strengths and weaknesses ensuring a pro-active approach to sharing potential or existing difficulties;
- Day to day management of the school;
- Manage the school's delegated budget in line with Federated School policies under the strategic direction of the Executive Headteacher;
- Effectively manage the expenditure of defined cost centres with prior approval of the Executive Headteacher;
- Health and Safety management for the school;
- Ensuring all Safeguarding and associated procedures are rigorously followed;
- Promote, embed, secure and monitor all agreed Federated School policies in the named school;
- Undertake any relevant professional duties delegated by the Executive Head Teacher for the Federation of Boldmere Schools.

Establishment of sensitive and inspiring relationships with parents and carers;

- Developing a wide range of high quality provision to contribute to high aspirations and outcomes for children;
- Development of shared learning opportunities for the community and children to mutually benefit;
- Work effectively with families to ensure the best possible education for our pupils.

Safeguarding:

The Federation of Boldmere Schools is committed to safeguarding and promoting the welfare of children and young persons at all times. Alongside the Executive Headteacher, the Head of School will also be responsible for promoting and safeguarding the welfare of all children for whom he/she is responsible, or with whom he/she comes into contact, in accordance with the Federated Schools Safeguarding policy and all other school policies relating to the well-being and safety of children. The position of Head of School requires an Enhanced Disclosure from the Disclosure and Barring Service.

Equal Opportunities:

The Head of School will at all times be mindful of the responsibility for ensuring compliance with the Equalities Act 2010.

Health and Safety:

The Head of School will at all times be mindful of the responsibility for ensuring compliance with the Federated School's Health and Safety policies under the Health and Safety at Work Act (1974). He/she will ensure the safety of all parties, including members of the public, in premises or sites controlled by the Federated Governing Board by ensuring compliance of procedures are observed at all times under the provisions of safe systems of work through a safe and healthy environment and including such information, training instructions and supervision as necessary to accomplish those goals.

Salary and Benefits:

It is intended that the salary will be commensurate with the responsibility of the post and reflect the national guidelines on teachers' pay and conditions. Which presently is scale point 14-18 on the Leadership Group Pay range.

Acknowledgement

This document is supplementary to the established job description/person specification applicable to the post and is accepted as such.

Signed:

Dated:

Name:

The Federation of Boldmere Schools:
Boldmere Infant and Nursery School and Boldmere Junior School
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