



Job Title:	Head of School, Cape Cornwall School
	Pay Range: L15 – L19
Responsible to:	Executive Headteacher
Direct Supervisory Responsibility for:	Leadership Team, Teachers Support Staff
Important Functional Relationships: Internal/External	School staff/Governors/parents/students/ primary and secondary partner schools within and beyond the Trust, Trust Central Team, local community groups, Local Authority.

Main Purpose of Job:

The Head of School is an inspirational leader with the drive and vision to work in close collaboration with the Executive Headteacher, in leading Cape Cornwall School as a centre of academic excellence and a place where our students can thrive and achieve their full potential. The Head of School has a lead role within the organisation, ensuring that the core values of Cape Cornwall School are embedded within the culture of the school and that these values underpin the delivery of outstanding education, care and guidance for our students.

- To provide professional, highly effective leadership and be responsible for the day-to-day efficient management and organisation of the school.
- To promote and support the vision and direction of the school by providing the day-to-day leadership that will enable it to continue to build success and provide high quality education for students.
- To lead and manage the school on a day-to-day basis, managing the leadership group within the school, maintaining high morale and setting an example of professionalism, high quality performance and leadership.
- To support the Executive Headteacher in formulating, implementing and reviewing the School Improvement Plan by establishing and implementing policies and processes and by undertaking delegated responsibilities to ensure they are effectively led and managed in order to continue to raise standards of educational provision.
- To be the first point of contact for all stakeholders and external agencies in matters relating to the school and enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, Trust partners, other schools and organisations and optimise the benefits of being a Trust school.
- To work collaboratively with colleagues in local and national education settings, both within and beyond the Trust to secure continued school improvement, exploit opportunities for professional development and to share effective practice for the benefit of our young people.

Main Duties and Responsibilities:

Strategic Management

The Head of School has the key role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his/her responsibility towards them. They will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

- Responsible for the day to day management, organisation and operation of the school.
- Supporting the Executive Headteacher in developing and sharing the vision and future direction of the school.



- Working with the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
- Working with the Leadership Team, staff and Governors to translate the development plans into action plans that identify clear achievable targets and outcomes and to evaluate progress.
- Motivating and working with others to create a shared culture and positive environment.
- Ensuring that positive, creative and innovative improvement planning is ongoing, taking a whole school lead and thereby creating and sustaining a dynamic culture of continuing school improvement and high achievement.
- Safeguard children and adults by ensuring Health and Safety Policy, Safeguarding and Child Protection policy and procedures are adhered to.

Leading Teaching and Learning

The Head of School will work with the Executive Head teacher, Governing Body, Trust partners and the community to secure and sustain effective teaching and learning throughout the academy; and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement, by:

- Ensuring that all pupils receive a high quality education in a happy, stimulating, safe and healthy environment;
- Ensuring a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensuring that learning is at the centre of strategic planning and resource management;
- Establishing creative, responsive and effective approaches to learning and teaching;
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrating and articulating high expectations and setting aspirational targets for the whole academy community;
- Implementing strategies that secure high standards of behaviour and attendance;
- Determining, organising and implementing a diverse, flexible and purposeful curriculum that is relevant to pupils' needs and is supported by an effective assessment framework;
- Implementing approaches that develop pupils' understanding of themselves as learners and motivate and support them to improve their learning;
- Leading the implementation of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies to ensure that the highest standards of teaching and learning are maintained and that underperformance is challenged at all levels;
- Giving and receiving effective feedback and acting to improve personal performance;
- Giving priority to developing high quality teaching and learning across the school;
- Encouraging new developments in the curriculum and capitalising on local and national initiatives.

Leading and Managing Staff

The Head of School will work alongside the Executive Headteacher to lead, motivate, support, challenge and develop individuals and teams, and to foster an open, fair, equitable culture to create and maintain a positive academy culture by:

- Liaising with the Executive Headteacher and Governors in the recruitment and selection of teaching and support staff;
- Managing effectively the day-to-day deployment and performance of all staff;
- Supporting the Executive Headteacher in carrying out the requirements for Performance Management;
- Supporting the Executive Headteacher and Governors in creating and maintaining good working relationships



amongst all members of the school community;

- Motivating and supporting staff by identifying and addressing areas for development and building on their strengths;
- Promoting the highest standards of courtesy and mutual respect amongst all members of the school community;
- Ensuring that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations;
- Encouraging and modelling initiative, teamwork and working in partnership;
- Developing and strengthening leadership across the school;
- Main high visibility within the school and community as a key driver of school improvement and innovation and to translate strategic objectives into day-to-day realities within the school.

Efficient use of resources

The Head of School will:

- Work with the Executive Headteacher and the Governing body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans;
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money;
- Monitor the budget and with the Executive Headteacher make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements;
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements;
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all;
- Support the Executive Headteacher in securing additional and sufficient resources for the school.

Securing Accountability

The Head of School will:

- Work with the Executive Headteacher to ensure that all users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements;
- Work closely with the Executive Headteacher and with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship;
- Contributing to the ethos of the Truro and Penwith Academy Trust, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility and accountability for outcomes;
- Provide information and support to the Executive Headteacher and to the Governing Body and objective advice to enable the Trust to meet its responsibilities, based on a well-grounded and practical knowledge of the school on a day-to-day basis;
- Work with the Executive Headteacher to ensure that the school staff and Governors collect and receive and use performance data to support school improvement and raised levels of achievement;
- Work with the Executive Headteacher to update the Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgments made in evaluating the school's success;
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation;
- Keep parents well informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning;
- Reporting to the Governing Body annually on the performance management of teachers at the academy in relation to the Trust Pay Policy.



Partnership

The Head of School will:

- Develop and encourage positive working partnerships with parents and carers;
- Develop and encourage good relations between Hayle Academy and other schools in the Academy Trust, and the local community;
- Develop and encourage an effective partnership with the community of Cape Cornwall School drawing upon the strengths and expertise of both groups of staff and Governors, sharing information and ideas and working collaboratively;
- Encourage inter-school links and events of mutual benefit to Academy Trust children;
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and health professionals.

General/Other:

- To ensure that students needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's students at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust and academy policies and procedures;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.



PERSON SPECIFICATION

	Essential	Desirable	Recruiting method
Education and Training	<p>Qualified Teacher Status.</p> <p>Post Graduate Level Qualification or recognised alternative.</p> <p>Evidence of relevant continuing professional development.</p>	<p>Local Leader of Education.</p> <p>Masters level qualification in education or a related field.</p> <p>NQPSL or NPQH.</p> <p>Safer recruitment training.</p> <p>Safeguarding training at Level 3.</p> <p>Qualifications in managing Health and Safety and/or First Aid.</p>	Application
Skills and Experience	<p>Proven track record as a school leader.</p> <p>A highly effective classroom practitioner.</p> <p>Experience of leading effective CPD for teachers.</p> <p>Proven experience of raising standards of teaching, learning and assessment.</p> <p>Curriculum management – planning, teaching and assessment.</p> <p>Experience of managing successful change and school improvement.</p> <p>Experience of budget and resource management.</p> <p>Ability to analyse a range of data in relation to developmental planning and to evaluate impact.</p> <p>2 years as a senior leader within a Good or Outstanding school or in a school with a track record</p>	<p>Operational leadership and management within a MAT.</p> <p>3 years as a senior leader within a Good or Outstanding school, or in a school with a track record of rapid and sustained improvement.</p>	Application/Interview/Assessment



	<p>of rapid and sustained improvement.</p> <p>An excellent communicator orally, in writing and with excellent listening skills.</p>		
Specialist Knowledge and Skills	<p>Coaching and mentoring skills.</p> <p>Experience of Ofsted preparation.</p> <p>Partnership and community development.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p> <p>Strong analytical skills and a track record of successful innovation.</p> <p>Able to use ICT effectively to underpin school management and organisation.</p>	<p>Leadership within a MAT.</p> <p>Understanding of curriculum across a range of subjects and qualifications and across primary, secondary and post 16 education.</p> <p>Understanding of the role of Governance.</p>	Application/Interview/Assessment
Behaviours and Values	<p>Motivational leadership: a reflective practitioner committed to own and others' continued professional development and learning.</p> <p>Promote a culture of high performance, equality of opportunity and aspiration for all.</p> <p>Committed to collaborative working and partnerships to sustain improvement and raise standards.</p>		Application/Interview/Assessment



	<p>Able to build workforce resilience.</p> <p>High levels of emotional intelligence, empathy and compassion.</p> <p>Able to build positive relationships with a range of stakeholders based on trust and integrity.</p> <p>Able to make difficult decisions and follow them through.</p> <p>Able to establish excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement.</p> <p>Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example.</p>		
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Special Conditions related to the post

- Able to work unsocial hours e.g. to participate in Governor Local Board/Trustee meetings and after-school events.
- Key holder.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.