



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

The Levels Academy Trust	
Person Specification	Head of School

The Levels Academy comprises four schools, namely:

Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School

Selection Criteria	Essential	Desirable
Education and Qualifications		
Honours Degree or equivalent	E	
Qualified teacher status	E	
Evidence of commitment to professional development	E	
Evidence of further professional study		D
Management and Leadership training		D
Professional Experience and Knowledge		
Successful previous experience as a Deputy Headteacher, senior leader or core subject leader	E	
Successful previous experience as a classroom practitioner within the primary sector with a minimum of 5 years teaching experience.	E	
Successful previous experience of raising standards with measurable outcomes.	E	
Successful previous experience of supporting other members of staff to improve the quality of teaching, learning and assessment.	E	
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E	
Confident use of ICT communication skills.	E	
Up to date knowledge and understanding of the current national education agenda.	E	
Experience of developing staff performance.		D
Experience of teaching in more than one Key Stage.		D
Experience of working with and developing links with the community.		D
Experience of working with a range of external agencies.		D
Experience of working with and involving school governors		D
Confident in whole school self-evaluation		D

Skills		
Demonstrate an ambitious vision for the school and the Academy as a whole empowering all pupils and staff to excel.	E	
Demonstrate leadership that has a decisive impact on the quality of teaching and pupils' achievement.	E	
Lead by example, with integrity, creativity, resilience and clarity.	E	
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff and towards parents, governors and members of the local community.	E	
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil's outcomes.	E	
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.	E	
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	E	
Create an out-ward facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.	E	
Decision-making Skills		
Ability to investigate, resolve problems and make decisions.	E	
Collect and weigh evidence, make judgements and take decisions in line with good educational practice.	E	
Think creatively and imaginatively to solve problems and identify opportunities.	E	
Communication Skills		
The ability to communicate clearly and to take into account, where appropriate, the views of others.	E	
Effectively communicate orally and in writing to a range of audiences.	E	
Negotiate and consult.	E	
Personal Skills and Attitudes		
Positive, enthusiastic and highly motivated.	E	
Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E	
Work under pressure And meet deadlines.	E	
Be self-motivating and set personal goals.	E	
Integrity, commitment, enthusiasm, energy to persevere and succeed.	E	
Adaptability to changing circumstances and ideas.	E	
Capacity to influence others.	E	
Suitability to Work With Young Children		
Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.	E	



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HEAD OF SCHOOL JOB DESCRIPTION

Name:

Job Title:

Employed at:

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Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School



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Employment details

Job title:	Head of School
Reports to:	Executive Principal of The Levels Academy Trust
Location:	
Level and scale point:	Leadership Group Pay Spine. L4 – L9
Supervisory Responsibility	Staff and Pupils of Location above

Main Purpose of the Post
General
Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the academy's own policy
Job Purpose
Under the overall direction of the Executive Principal, the Head of School will play a lead role:
In formulating the aims, objectives of the school and establishing the policies through which they are to be achieved.
Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
Proactively manage staff and resources.
The Head of School will:
Take full responsibility for the school in the absence of the Executive Principal
Carry out the professional duties of a teacher as required
Take responsibility for Child Protection issues as appropriate in conjunction with the Designated Safeguarding Lead and Deputy Designated Safeguard Lead
Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Duties and Responsibilities
Shaping the Future
In partnership with the Executive Principal, Directors and the Local Governing Body, establish and implement an ambitious vision and ethos for the future of the school.
Play a leading role in the school improvement and school self-evaluation planning process.
In partnership with the Executive Principal, manage school resources.
Implement and monitor action plans and other policy developments.
Lead by example to motivate and work with others.
In partnership with the Executive Principal, lead by example when implementing and managing change initiatives.

Promote a culture of inclusion within the school community where all views are valued and taken into account.
Leading Teaching and Learning
Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
Work with the Executive Principal to raise standards through staff performance management.
Lead the development and delivery of training for support staff.
Lead the development and review of all aspects of the curriculum including planning, recording and reporting; Assessment for Learning and the development of a creative and appropriate curriculum for all pupils.
In partnership with the Executive Principal, manage the school through strategic planning and formulation of policy, including delivery of strategy, ensuring management decisions are implemented.
In partnership with the Executive Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, planning and assessment scrutiny, pupil work scrutiny and pupil conferencing, to ensure consistency and quality.
Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
In partnership with the Executive Principal, develop review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
Ensure, through leading by example, the active involvement of pupils and staff in their own learning.
Developing Self and Others
Support the development of collaborative approaches to learning within the school and The Academy Trust.
Organise and support the induction of staff new to the school and those being trained within the school.
Have responsibility for overseeing the induction of NQTs, as appropriate.
Have responsibility for monitoring the effectiveness of trainee teachers and those undertaking work experience, as appropriate.
In partnership with the Executive Principal, participate in the selection and appointment of teaching staff and support staff, including overseeing the work of supply staff and volunteers in the school.
Be an excellent role model for both staff and pupils in terms of being a reflective practitioner, demonstrating the desire to improve and learn.
Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
In partnership with the Executive Principal, deliver an appropriate programme of professional development for staff, including quality coaching and mentoring, in line with the School Development Plan and performance management priorities.
Lead the Performance Management process for identified teaching and support staff.
Managing the Organisation
Lead regular reviews of all school improvement systems to ensure statutory requirements are being met and improved on where necessary.
Ensure the effective dissemination of information regarding the maintenance of the development of agreed school improvement systems, for internal communication.
In partnership with the Executive Principal, undertake key activities related to professional/personnel issues.
Manage HR and other leadership processes as appropriate, e.g. sickness absence, disciplinary, capability, etc.
Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school, including managing exclusions.

Be a proactive and effective member of the leadership team for The Levels Academy Trust.
Ensure day-to-day effective organisation and running of the school, including the deployment of staff, as appropriate.
To undertake any professional duties as reasonably delegated by the Executive Principal.
To have a financial overview of the school's to enable the deployment of resources effectively.
Securing Accountability
Lead and support staff and the Local Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
Support the Executive Principal in reporting the school's performance to its community and partners.
Promote and protect the health and safety and welfare of pupils and staff in partnership with the Business Manager.
Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Prepare the Headteacher's report to the Governing Body as required.
Strengthening the Community
In partnership with the Executive Principal, develop policies and practice which promote inclusion, equality and the extended services that the school offers.
Develop and maintain contact with all specialist support services and external agencies as appropriate.
Promote the positive involvement of parents and carers in school life.
Organise and conduct appropriate meetings with parents and carers to ensure positive outcomes for all parties.
Strengthen partnership and community involvement.
Promote positive relationships and sharing good practice with colleagues in other schools and organisations.
Professional Development
Undertake appropriate and agreed continued professional development.
Participate in whole school and individual INSET programs as required.
Share expertise with other members of staff.
Health and Safety
Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities.
Implement best practice safety procedures.
Additional Duties
To make positive contributions to enhance teaching and learning with partner schools in the Academy Trust.
To work in collaboration with others to develop effective professional relationships with partner schools in the Academy Trust.
To work from time to time, when asked, at one of the other schools within The Levels Academy Trust.
All other duties and responsibilities as may be reasonably required by the Executive Principal.

Signatures – line manager and job holder

Signed.....
Line Manager

Dated:.....

Signed.....
Postholder

Dated:.....