



Job Description & Person Specification Head of School – New Bridge School

Job Description

Job Title:	Head of School (New Bridge School)
Pay Grade / Scale / Range:	L20-L24: £67,364 - £74,295 (pay award pending)
Benefits & Perks:	TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme, Workplace Health Scheme (Westfield)
Working hours:	Hours in accordance with School teachers' pay and conditions document 2020
Location:	Initially based at the New Bridge School site but all staff are required to work at any site of the New Bridge MAT if operationally needed
Staff responsible to:	Executive Headteacher
Staff responsible for:	Staff within the New Bridge School
Probationary period:	Not applicable

New Bridge MAT

Head of School (New Bridge School)

Purpose of the post

To provide inspirational and professional leadership to staff which secures an outstanding education for students at New Bridge School

To work in partnership as a lead member or attendee at local governing body / Trustee meetings and with other stakeholders to fulfil the aims of the school

To be responsible for students' safeguarding acting as the Designated Safeguarding lead

Key Tasks

- Teaching and learning

1. Have a proven track record of outstanding teaching which clearly reflects current thinking
2. Ensure a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress
3. Ensure that personalised learning is at the centre of strategic planning and resource management
4. Ensure a culture and ethos of challenge and support, where all our young people can achieve success and become engaged in their own learning
5. Demonstrate and articulate high expectations and set challenging targets
6. Implement strategies which secure high standards of behaviour and attendance
7. Shape, organise and implement a diverse curriculum and liaise with senior colleagues on the assessment framework
8. Monitor, evaluate and review classroom practice and promote improvement strategies
9. Challenge under-performance at all levels and ensure effective follow-up

- Shaping the future

10. Work with the Executive Headteacher (and named key colleagues) to ensure the highest priority is given to safeguarding and promoting the welfare of our young people and staff in the school
11. Ensure that the resources of the school are fully exploited to best raise the standards for our young people
12. Work with the community to translate the school's vision into agreed operational plans which will promote and sustain school improvement
13. Line manage all school staff on a day-to-day basis

14. With agreed support, be responsible for the performance management and development of teachers in the school
 15. Ensure the school's vision is clearly articulated, shared, understood and implemented
 16. Demonstrate the vision and the values in everyday work practice
 17. Motivate and work with others to create a shared culture and positive atmosphere
 18. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
 19. Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation
 20. Research and keep abreast of current initiatives and analyse appropriate implementation when it is for the benefit for the young people within the school
- **Communication and relationships**
21. Build a collaborative learning culture within the school and actively engage with other schools, particularly within a partnership, to build an effective learning community
 22. Implement the agreed policies for staff induction, professional development and performance review
 23. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
 24. Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory
 25. Review own practice regularly, setting personal targets and taking responsibility for own personal development
- **Managing the school**
26. In partnership with the Executive Headteacher, produce clear, evidence-based improvement plans for the development of the school and its facilities
 27. In partnership with the Executive Headteacher and Governors, recruit, retain and deploy staff in line with safeguarding procedures
 28. Appropriately manage the workload of staff to achieve the vision of the school
 29. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
 30. Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- **Strengthening the community**
31. Acting as the designated safeguarding lead; responsible for safeguarding and child protection (including online safety).
 32. Build a culture and curriculum which takes into account the richness and diversity of the local community

33. Ensure learning experiences for our young people are linked into and integrated with the wider community
34. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of our young people and their families in partnership with key colleagues
35. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development particularly attendance
36. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
37. Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools and promoting innovative initiatives
38. Co-operate and work with relevant agencies to protect and safeguard the welfare of our young people
- **Securing accountability**
39. Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
40. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
41. Work with the local governing body to enable it to meet its responsibilities
42. Develop and present a coherent, understandable and accurate account of the performance of the school with particular reference to the experience of our young people to a range of audiences, governors, parents and carers
43. Reflect on personal contribution to school achievements and take account of feedback from others

Generic Duties

1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
2. Contribute to the overall work and ethos of the organisation.
3. Attend and participate in meetings as required.
4. Improve own practice through training, observation, evaluation and discussion with colleagues.
5. Recognise own strengths and areas of expertise and use them to support others.
6. To work across the New Bridge MAT if required.
7. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
8. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
9. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
10. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Staff, governors, external agencies and visitors to the site.

Responsible to: Executive Headteacher

Responsible for: Staff at New Bridge School

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	September 2017	SSH	HR Manager
REVIEWED	April 2021	SSH/GLS	Executive Director HR / Executive Headteacher
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria	How Assessed
Education & Qualifications	<ul style="list-style-type: none"> • Qualified teacher • Evidence of continuing professional development in SEND 	<p>AF / I</p> <p>AF / I</p>
Experience & Knowledge	<p>Be able to demonstrate experience, understanding and application of:</p> <ul style="list-style-type: none"> • significant participation and quantifiable impact within a senior leadership team • strategies for raising children’s progress and achievement • all child protection and adult safeguarding procedures • strategies for promoting their spiritual, moral, social and cultural development and their good behaviour • strategies to raise standards through effective teaching and learning • different leadership styles and practices and their effects in a variety of contexts within a school • the planning, monitoring and implementation of a differentiated curriculum • the support to staff with teaching and learning and day to day management • the responsibilities of governors as defined by national and local regulations • equality of opportunity and inclusion • the formulation, monitoring and evaluation of the timetable 	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<ul style="list-style-type: none"> • effective, oral and written presentations and correspondence, to a range of audiences • working with the age range of students at New Bridge School 	<p>AF / I</p> <p>AF / I</p>
<p>Skills & Abilities</p>	<p>Leadership Skills: the ability to use appropriate leadership styles in different situations in order to</p> <ul style="list-style-type: none"> • create and secure commitment to a clear vision for an effective school • set high expectations and standards, and provide a role model for children and staff • prioritise, plan and organise the work of the school • devolve responsibilities, allowing staff the freedom to act within a defined framework • monitor practice to ensure that devolved responsibilities are being carried out • build, support and work as part of a team • motivate pupils and staff • work effectively in partnership with parents, governors and the wider community • deal sensitively with people and resolve conflicts • seek advice and support where necessary • meet the requirements of relevant legislation appertaining to schools <p>Decision making Skills: the ability to</p> <ul style="list-style-type: none"> • make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school • demonstrate balanced and fair judgement <p>Communication Skills: the ability to</p> <ul style="list-style-type: none"> • listen to and understand the views of others 	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<ul style="list-style-type: none"> • make points clearly • consult and negotiate to achieve specific objectives • establish and manage good communication systems • chair and contribute to meetings effectively • prioritise and manage one's own time effectively • work consistently to deadlines • set and achieve challenging but realistic goals • take responsibility for one's own professional development 	AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I
Work circumstances	<ul style="list-style-type: none"> • Commitment to personal development. • To be punctual and have regular attendance. • The post holder must be willing and able to work flexibly as may be required. • To travel and work at any within the New Bridge MAT as may be required. • Occasional out of hours working to support school functions or evening meetings. 	I I I I I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview