

# Head of School

## Job Specification:

**Location:** Ryecroft CE Middle School, ST14 5PB & Windsor Park CE Middle School, ST14 7JX

**Contract Type:** Full-Time, Permanent

**Reporting to:** Executive Headteacher

**Salary:** L14 – L18

## Purpose of the Role

To lead and manage the day-to-day teaching and learning across Ryecroft CE Middle School and Windsor Park CE Middle School. The Head of School will work in close collaboration with the Executive Headteacher and the wider Innovate 2 Educate Multi-Academy Trust (MAT) to deliver high standards of education and uphold the distinctive Christian ethos of both schools.

## Key Responsibilities

### Shaping the Future

- Embed the school's vision and values in all aspects of its work and culture.
- Work collaboratively with the Executive Headteacher to implement the school development plan.
- Lead by example to inspire high aspirations and foster a climate of creativity, innovation, and continuous improvement.
- Promote equality, diversity, and inclusion across the school.
- Support the delivery of a broad and engaging curriculum that reflects the needs and interests of all learners, including those with SEND.

### Leadership and Management

- Provide effective leadership to both schools, fostering a culture of high expectations, continuous improvement and professional integrity.
- Work with the Executive Headteacher on the strategic development of both schools.
- Line manage senior and middle leaders to ensure consistent and effective practice across both settings.
- Promote the schools' Christian character and values in all aspects of school life.
- Oversee day-to-day school operations, including staffing, timetabling, and resource management.

### Teaching, Learning and Curriculum

- Lead the development and implementation of a high-quality, inclusive curriculum across both schools.
- Set and maintain high standards for teaching and learning.

- Champion innovative teaching practices and use of educational technology, including iPads, to enhance learning and engagement.
- Monitor and evaluate the quality of teaching and learning, implementing interventions where necessary.
- Promote a safe, orderly, and respectful school culture, ensuring excellent behaviour and attitudes to learning.

## School Improvement

- Drive school improvement strategies in line with trust-wide goals and Ofsted expectations.
- Use robust assessment and data analysis to monitor pupil progress and plan interventions.
- Lead and contribute to the self-evaluation and school development planning processes.

## Staff Development

- Foster a culture of professional growth, collaboration and accountability.
- Build staff capacity and succession planning in line with school priorities.

## Pupil Development & Welfare

- Ensure the holistic development of pupils, academic, social, moral, spiritual and cultural.
- Safeguard the well-being of all pupils, promoting inclusion and equality of opportunity.
- Engage with families and the wider school community to support pupil success.

## Technology Integration

- Lead on the digital learning strategy across both schools.
- Support the integration and effective use of iPads in the classroom to enhance pedagogy and digital literacy.
- Contribute to the Trust's goal of becoming an Apple-accredited learning environment.

## Securing Accountability

- Ensure staff understand their roles and responsibilities and are held to account through clear performance expectations.
- Monitor school performance and provide regular reports to the Executive Headteacher and Local Academy Committee.
- Contribute to whole-school self-evaluation, ensuring priorities are addressed through effective action planning.
- Promote transparency and accuracy in reporting to stakeholders, including parents and carers.
- Uphold the highest standards of professional integrity and ethical leadership.

## Strengthening Community

- Actively engage parents and carers in the life and development of the school.
- Promote the school as a central part of the local community and church school family.
- Build positive partnerships with external agencies and organisations to support pupil welfare and enrichment.
- Encourage pupil voice and active citizenship through inclusive leadership practices.
- Represent the school effectively within the Trust and wider education community.

## General Responsibilities

- The Head of School is expected to be fully familiar with and actively uphold all Trust, school, and statutory policies, including those related to safeguarding, health and safety, equality and diversity, and data protection.
- This job description is not exhaustive and may be subject to amendment in response to the changing needs and priorities of the school and the Innovate2Educate Partnership. Any changes will be made in consultation with the post holder.

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## Person Specification

### Essential

- Qualified Teacher Status (QTS)
- Minimum of 3 years of proven senior leadership experience in a school setting, such as Assistant Headteacher, Deputy Headteacher, or equivalent.
- Demonstrable success in school improvement and raising standards, particularly in areas such as academic achievement, attendance, behaviour, and pupil outcomes.
- Strategic leadership capability, including experience in developing and implementing school improvement plans, performance management systems, and data-informed decision making.
- Strong interpersonal and communication skills, with the ability to engage confidently with staff, pupils, governors, parents, and external stakeholders.
- Proven commitment to safeguarding and pupil welfare, including leading safeguarding culture and working effectively with DSLs and external agencies.
- Experience in leading and developing high-performing teams, promoting distributed leadership and professional development.

### Desirable

- Alignment with and active commitment to the Christian ethos and values of the school, including experience in promoting character education, inclusive spiritual development, and Christian distinctiveness
  - Understanding of middle school education and curriculum design, including the unique challenges and opportunities at this phase
  - Experience in Church of England schools or working within a faith-based educational setting
  - Expertise in digital learning strategies, especially with Apple or 1:1 device integration in the classroom
  - NPQH (National Professional Qualification for Headship) or equivalent leadership qualification
  - Experience with inspection frameworks, including Ofsted and SIAMS (Statutory Inspection of Anglican and Methodist Schools)
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- Evidence of partnership working, such as collaboration with other schools, MATs, diocesan boards, or local authorities
- Understanding of governance and budget management, with experience in contributing to or overseeing financial planning and resource allocation
- Experience in managing change, including school mergers, restructures, or curriculum transformation initiatives
- Knowledge of inclusive education practices, SEND leadership, or EAL strategy implementation

## **Additional Information**

- The Head of School will be based across both school sites, with flexibility required.
- Visits to the schools prior to application are encouraged.

