



Oldfield and Lees Head of School

Job Description

Designation: Head of School

Reporting to: Executive Headteacher

Grade: Leadership Pay Spine L9 to L11

Purpose of Role

The Head of School at Oldfield and Lees is a key leader, responsible for the day-to-day management of the schools, working in close partnership with the Executive Headteacher to promote high standards, strong values, and a commitment to excellence for every child. The Head of School will champion high-quality teaching, inclusive practice, and meaningful community engagement, ensuring the school thrives as part of a collaborative trust.

Main Responsibilities

1. Shaping the Future

- Lead the school in alignment with the Trust's vision and values, ensuring they are embedded in all aspects of school life.
- Promote an educational vision that celebrates diversity, values community heritage, and aspires to excellence.
- Translate this vision into practical objectives and actions that drive school improvement.
- Motivate staff, pupils, and the wider community to build a shared culture of ambition and achievement.
- Embrace innovation, creativity, and emerging technologies to enrich school life and learning opportunities.

2. Leading Learning and Teaching

- Model outstanding teaching practice and maintain a relentless focus on high-quality learning
- Lead strategies to secure high levels of pupil progress and attainment, ensuring every child is supported and challenged.
- Promote a positive, inclusive learning environment where pupils develop confidence, resilience, and a love for learning.
- Use assessment, benchmarking, and school data effectively to monitor progress and plan interventions.
- Embed consistent approaches to curriculum delivery, teaching, and behaviour, reflecting the Trust's commitment to educational excellence.

3. Developing Self and Working with Others

- Cultivate a supportive and professional culture for staff, promoting collaboration and continuous improvement.
- Establish high expectations for all staff and provide clear direction, support, and professional development opportunities.
- Lead performance management processes fairly and rigorously, addressing underperformance where necessary.
- Take responsibility for personal professional growth, maintaining high levels of motivation and resilience.
- Build strong, trusting relationships across the Trust, fostering shared learning and partnership working.

4. Managing the Organisation

- Be responsible for the effective daily operation of the school.
- Ensure school structures and systems reflect the Trust's ethos and allow staff to focus on teaching and pupil support.
- Implement evidence-based improvement plans and policies.
- Work with the Executive Headteacher to manage financial and human resources efficiently, ensuring value for money.
- Ensure the school environment is safe, inclusive, stimulating, and reflective of the high standards expected within the Trust.
- Embrace digital technologies to enhance learning, communication, and operational efficiency.

5. Securing Accountability

- Be accountable to the Executive Headteacher, Local Governing Body, and Trust Board for the school's performance.
- Lead rigorous school self-evaluation, driving a culture of reflection and continuous improvement.
- Use data and evidence to celebrate strengths and address areas for development. Report regularly to governors and stakeholders on school progress and strategic goals.
- Ensure staff have clearly defined responsibilities, robust performance targets, and opportunities for feedback and growth.

6. Strengthening Community

- Act as an ambassador for the school within the local and wider community, promoting its values and achievements.
- Build strong, supportive partnerships with parents, carers, and external agencies to enhance pupil outcomes. Ensure safeguarding and child protection procedures are fully embedded and effective.
- Promote inclusion and equality, celebrating diversity and challenging prejudice.
- Engage with other schools within Bronte Academy Trust and beyond to share effective practice and drive school improvement.
- Develop meaningful community links to enrich the curriculum and provide pupils with broad, real-world learning experiences.

Notes

This job description sets out the duties of the post at the time of drafting. The post-holder may be required to undertake other duties as directed by the Executive Headteacher to meet the changing needs of the school and Trust.