



WHITBY SECONDARY PARTNERSHIP

Head of Caedmon College Whitby

Responsible to: Executive Headteacher, Whitby Secondary Partnership

Effective from: 1 September 2022

JOB DESCRIPTION

Key areas of responsibility

Note: Governors expect the National Standards for Headteachers (2020) to be reflected in the performance and practice of the Head of School.

1. To be responsible for the operational leadership and management of the school on a day-to-day basis, ensuring the needs and aspirations of all learners are met through your contribution to building and maintaining an effective learning environment.
2. To be the primary interface between Caedmon College Whitby its pupils, staff, and parents
3. To promote and safeguard the welfare of all children and young people within the School, by ensuring that
 - All policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff
 - Resources are allocated to allow staff to discharge their responsibilities
 - Staff, pupils, parents and others feel able to raise concerns
 - These are addressed sensitively and effectively.
4. To engage actively as a member of the Executive Leadership team in promoting and developing the Whitby Secondary Partnership against the backdrop of its stated values, ethos and strategic direction
5. To work with the Executive Headteacher and collaboratively with other Heads of School and Senior leaders to share accountability for all students and all outcomes within the Whitby Secondary Partnership
6. To demonstrate commitment to your own reflective practice, continuing self-evaluation and personal/professional development as well as to that of staff working within your remit.
7. To fulfil all other requirements and duties within the school and across the Federation set by or agreed with the Executive Headteacher and Governing Body of the Whitby



Secondary Partnership, to meet appropriate targets or objectives against identified performance criteria.

In the fulfilment of these duties the Whitby Secondary Partnership's Governing Body wish a particular emphasis to be placed upon the following.

To engage closely with the Executive Headteacher and colleagues in the Federation:

1. In developing, inspiring and motivating teams in order to raise standards across the school and the Federation, with particular reference to academic performance so that all pupils achieve to the very best of their ability.
2. To play a key role in establishing and maintaining a culture of partnership, collaboration and joint working that adds benefit to the school and pursues the interests of all learners and all aspects of the Whitby Secondary Partnership
3. In promoting a consistent and positive image of all aspects of the Whitby Secondary Partnership to pupils, staff, parents and other stakeholders.

This job description will be reviewed annually and may be amended at any time after consultation with the post holder.

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Clarification of Responsibilities

This section is intended to clarify the scope of responsibility to be held by the Head of School. The list is neither exhaustive nor exclusive and will be finally determined in negotiation with the Executive Headteacher and the Governing Body

To be responsible for the operational leadership and management of the school on a day-to-day basis, ensuring the needs and aspirations of all learners are met through your contribution to building and maintaining an effective learning environment.

This will require you to:

1. Lead the school in the provision of excellent learning, teaching and assessment
2. Encourage and promote the social, moral, spiritual and cultural dimension in the school and Federation
3. Ensure that effective student, staff, financial and other records are maintained and that timely data reports are provided as required
4. Encourage and monitor good attendance and punctuality and implement appropriate procedures as necessary
5. Promote and monitor good standards of behaviour and discipline in accordance with the code of conduct and enable staff to help students maintain those standards
6. Be a key participant in the referral system
7. Initiate/conduct/attend school meetings, producing agenda and minutes as necessary and ensuring their timely and effective communication
8. Ensure the discussion and dissemination of relevant information
9. Manage the school's staffing, resources and facilities effectively and efficiently
 - a. Engaging actively in the processes of staff appointment
 - b. Working with colleagues to arrange the appropriate deployment of staff within your remit
 - c. Inducting NQTs and other new staff as required and establishing appropriate lines of support
 - d. Ensuring that staff carry out their duties as defined in the staff handbook
 - e. Holding staff within your remit to account in their roles across the Federation
 - f. Ensuring that effective personal and professional support is provided for staff who need it
 - g. Taking an active role in the school's and Federation's performance management programme
10. Manage the school's budget effectively and efficiently to ensure the school's continuing financial viability
 - a. Ensuring the provision and maintenance of resources
 - b. Monitoring expenditure and reporting to Executive Headteacher and governors as required
 - c. Being responsible for generating income to supplement school and Federation funds
 - d. Monitoring the expenditure of capital funding within own remit
11. Engage actively with the Executive Headteacher in formulating and implementing the vision for quality assurance, self-evaluation and continuous school improvement in all



aspects of school life

- a. Developing, implementing, monitoring and evaluating plans for continuous school improvement and development, including the implementation of priorities derived from the Federation strategic plan
 - b. Providing timely reports as required to the Executive Headteacher and Governing Body on progress made, with recommendations as to future priorities
12. Implement school and Federation policies and procedures, evaluate their effectiveness and make any necessary recommendations for change
 13. Ensure compliance with all statutory requirements and legislation within your setting
 14. Ensure health and safety and safeguarding responsibilities are fully understood and procedures correctly followed, as appropriate
 15. To teach as agreed with the Executive Headteacher

To be the primary interface between the school, its pupils, staff, and parents.

This will require you to:

16. Oversee the quality of reports and other communications with parents involving yourself and members of staff
17. Engage actively with the Executive Headteacher in marketing the school in ways that enhance the Federation
18. Promote and encourage effective communication between home and school
19. Organise and attend parent consultation events and other events to foster good relationships with the school and across the Federation
20. Be the first port-of-call for parents, students and staff within your remit

To engage actively as a member of the Executive Leadership team in promoting and developing the Whitby Secondary Partnership against the backdrop of its stated values, ethos and strategic direction

This will require you to:

21. Deputise for the Executive Headteacher as required
22. Actively support the Executive Headteacher in further developing the Whitby Secondary Partnership through internal and external partnerships, collaboration and joint working
23. Work collaboratively in seeking out the most efficient/effective/up-to-date educational practice, sharing it across the Federation and developing curriculum, subjects and teams
24. Contribute actively to the development, implementation and evaluation of the Federation strategic development plan
25. Actively promote educational opportunities for all learners, equality of opportunity and an appropriate educational and working environment that is characterised by integrity, dignity and mutual respect for people in their diversity, property and the wider environment
26. Adopt a leadership style and practice appropriate to the level of this role and which engages, inspires and promotes the personal and professional development of staff



27. Engage constructively with governors as required, supporting the work of governance and serving on governing body committees as agreed with the Executive Headteacher
28. Promote and support Federation events and initiatives

To demonstrate commitment to your own reflective practice, continuing self-evaluation and personal/professional development as well as that of staff working within your remit.

This will require you to promote effective performance and continuous improvement to enhance students' opportunities for academic progress and personal development as you:

29. Engage with staff to identify CPD needs and enable them to take up opportunities for personal and professional development that improve current practice and supports their career development and aspirations
30. Harness and develop staff talent and expertise
31. Use best practice in all that you do
32. Engage with feedback to support reflection and self-evaluation, seeking and taking up opportunities for your own personal and professional development
33. Engage actively in your own performance review