

BRIGHT FUTURES SCHOOL

APPOINTMENT OF HEAD OF LEARNING

JOB DESCRIPTION

Job Purpose

Reporting to the Proprietor, the Head of Learning is the Head Teacher of Bright Futures School (BFS), and is responsible for its day to day running. It is the Head of Learning's responsibility to create a teaching and learning environment where staff are skilled and motivated to meet the needs of the pupils and where families are engaged and involved. The Head of Learning is also the outward face of the school, dealing with the community, media, local politicians, donors etc.

Strategic Leadership

Lead the Senior Leadership Team (SLT) to develop a shared strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.

Working with others, produce, review and revise the School Improvement Plan.

Maintain the school Self Evaluation Form.

Prepare for and facilitate inspections of the school by Ofsted and others.

Provide effective organisation and management for BFS and to lead and seek ways of improving organisational structures and functions.

Work within the National Standards for Headteachers as appropriate and as agreed.

Utilise and further develop current strategic partnerships and also establish and develop new ones.

Ensure that the school has effective systems of communication, internal and external, including maintaining the school's website.

Leading teaching and learning

Ensure a broad and balanced curriculum is established and provided which develops the whole child and sets high expectations, so that pupils achieve their maximum

potential. Identify opportunities for curriculum enrichment and extracurricular activities.

Lead, develop and challenge a team of practitioners and provide ongoing support to staff

Ensure that excellent teaching and learning is provided and monitored. Carry out lesson observation as appropriate for purposes of quality assurance and the development of individual staff members,

Work with the Head of Development to ensure that the framework of Relationship Development Intervention is built into the curriculum and incorporated into the teaching practice of staff. Support parents and families as they work with RDI.

Ensure that appropriate pastoral care is provided to pupils and their families.

Safeguarding

Promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's 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; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively. Ensure that the school's relationship with the statutory authorities are positive and effective.

Equality and Diversity

Ensure that an ethos of equality of opportunity and diversity is promoted within the school, and that the school's policies and procedures are designed and implemented in such a way that they do not discriminate against those with protected characteristics as set out in the Equality Act 2010.

Health Safety and Welfare

The Head of Learning is responsible for the Health, Safety and Welfare of staff, pupils, families and all who visit the school.

Ensure that relevant policies are kept up to date and communicated to staff regularly.

Conduct regular briefings and ensure that practices and drills are conducted efficiently, having regard to the needs and requirements of pupils.

Staff management

Responsible for the recruitment and selection of all staff.

Provide staff with professional supervision and regular 1:1 discussions to monitor their wellbeing.

Undertake any appropriate action, including formal and informal measures, in relation to the performance or conduct of staff.

Deal with staff grievances in accordance with the school's procedure.

Ensure that staff receive appropriate training and development.

Hold weekly staff meetings and conduct individual and collective consultation as required. Set a schedule of issues to be discussed.

Finance and accountability

Ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management.

Be legally and contractually accountable to the Proprietor for the school, its environment and all its work.

Be responsible for ensuring collective responsibility in order that all members of the school community accept they are accountable for the contribution they make to school outcomes.

Act as a Trustee of the Friends Of Bright Futures charity (the schools PTA).

Other

This Job Description is not, nor is it intended to be, exhaustive. The Head of Learning will be required to undertake such other duties as may be required that are appropriate to the role and their skills and are necessary for the effective functioning of the school.