

Role Profile: Head of School

Purpose

The Head of School is responsible for the effective management of the school working in conjunction with the Executive Head to lead the strategic vision. The Head of School has day to day responsibility for the management of the school including regulatory compliance, quality of education, pupil roll and financial management – with accountability to the Executive Head (in the first instance).

Key Accountabilities

Direction

- Agree direction of the school in conjunction with the Executive Head and communicate a clear sense of purpose which is understood by all stakeholders. Hold others to account for achieving the vision.

Education

- Work with the Executive Head on the development of a strategic plan and improvement plan.
- Embed the Cognita education framework: academic, character and global
- Ensure clarity of focus on safeguarding, academic achievement and personal development.
- Ensure a rigorous focus on pupils' achievement; using data, assessment and evidence to monitor pupil progress and challenge actual or potential under-achievement.

Monitoring and evaluation

- Manage, monitor and evaluate all resources effectively to achieve the targets of the strategic and improvement plan.
- Ensure that monitoring takes account of different pupil groups and data is used to close gaps; ensuring equity and equality for all pupils.
- Lead all requirements regarding inspection and external reviews; ensuring that the School is fully compliant with all current requirements.

People

- Recruit, retain and develop staff as leaders in order to build capacity for improvement.
- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.
- Creating a supportive working environment for all staff in the School and fostering their career development which include timely and effective delivery of 'Let Talk' discussions, probationary reviews with newly appointed staff in line with the relevant line managers / HRBP.

Partnership

- Create and sustain partnerships with parents through excellent channels of communication .
- Create and sustain partnerships within the local community to maintain the School's high reputation.
- Be sympathetic to the delivery of the Cognita Way and Cognita Education.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required **Demonstrate a personal commitment to safeguarding and student wellbeing**
- Lead a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, health & safety procedures and code of conduct.
- Protect intellectual property.

Commerciality

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- Oversees finances including budgeting, planning, and forecasting whilst monitoring the school's performance against budget and prior year, and intervenes where negative trends are identified.
- Knowledge of the company procedures, deadlines and limits of authority, and ensures the school adheres to them.
- Working with the Executive Head determine the optimal pricing to balance profit with customer satisfaction, and direct marketing operations.
- Advises the POD about new markets to explore, by eloquently conveying ideas.
- Oversee school and infrastructure resources
- Understand the pupil roll and forecast in order to lead the school and inspire direction to achieve pupil growth
- To ensure that school tours and open days are delivered with a customer focussed , professional and personalised approach

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree in Education Relevant Educational qualification / qualified teacher status Evidence of relevant professional development 	<ul style="list-style-type: none"> Master's in education and/or leadership
Skills/Attributes/Traits	<ul style="list-style-type: none"> Have integrity and a strong moral compass Want to, and enjoy empowering others and nurture talent Have a conscientious attitude and professional work ethic Able and willing to have honest, open and tough conversations, when required with staff and parents. Have great influencing skills to enable others to see what is important when things are not appearing straight forward You will be an inspirational, energetic and compassionate leader. Have strong people management skills with the ability to build a team approach with particular experience of human resource processes: recruitment, development, retention and performance management Excellent written and oral communication skills Manage and juggle competing priorities and be timely in meeting deadlines The capacity to accept constructive feedback from parents and colleagues without being defensive and to institute improvement in policy and procedure The capacity to take initiative at all times, delegate well and manage the work of others in order to deliver high quality outcomes. 	<ul style="list-style-type: none"> Able to develop, implement and monitor strategic plans and change management to raise school standards.
Experience/Knowledge	<ul style="list-style-type: none"> Demonstrate outstanding teaching practice and subject knowledge Knowledge of safeguarding regulations and Independent Schools Standard and Regulations Deep understanding of the curriculum and high academic outcomes across year groups. Have substantial experience across a broad range of educational and pastoral activities including character development, pupil well-being Strong commercial and operational management experience Track record of collegiate working Be adaptable to the environment and audience, demonstrating experience of engaging and building effective communication with parents, pupils, staff and other third-party stakeholders to maintain and develop the School. 	<ul style="list-style-type: none"> Experience of delivering strong commercial and financial performance in schools Previous Headship / strong leadership skills
Other	<ul style="list-style-type: none"> Genuinely want the best for children in terms of provision and outcomes 	

Signed: Date: