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| Job Description for Head of School Compass Community School | |
| **Job title** | Head of School |
| **Accountable to** | Regional Executive Headteacher |
| **Purpose** | * Provide effective day to day leadership and management of a small school (max 12 pupils) * Proactively contribute to the excellent leadership team of a Compass Community School * Model a consistently aspirational approach, ensuring ‘Highest Expectations for All’ * Embody the vision and ethos of Compass Community Schools and the wider organisation * Hold responsibility for Personal Development and Behaviour and Attitudes * Manage resources to ensure the best outcomes * Promote and secure engagement and involvement with staff, parents and community |

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| Key areas of responsibility | |
| Strategic leadership and development | * Ensure that the vision of Compass Community School is clearly articulated, understood and acted upon effectively by all staff. * Ensure that the school’s statutory requirements are met. * Provide strategic leadership that constructively evaluates and then drives forwards our high standards for ‘Behaviour and Attitudes’ and ‘Personal Development’. * Contribute to the strategic leadership that secures the continuation of our improvements for ‘Quality of Education’, acting as a role model for all staff. * Involve and develop others in the leadership of Compass Community School to embed a distributive approach. * Collaborate with other Compass Community Schools to pursue and attain shared goals. * To attend and actively participate in conferences (For example the Head of School conference) |
| Leading provision | * Keep abreast of recent developments regarding Personal Development and Behaviour and Attitudes and adopt and disseminate these according to school needs. * Monitor and evaluate school performance to ensure that all practice is as good as our best. * Ensure that tracking of performance data is well used to monitor progress, challenge staff and engage pupils & guardians. * Work closely with families and carers to ensure behaviour expectations are well understood and adhered to community-wide. * Refine and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self-regulating, working closely with those responsible for the management of pastoral care and pupil welfare. * Maintain effective assessment, recording and reporting systems; both internally and externally. |
| Leading people | * Set the tone; act as a role model and create, maintain and sustain effective and professional working relationships with all staff, including consultation with professional associations as appropriate. * Provide leadership and direction for the other senior and middle leaders and for all colleagues. * Develop the leadership skills of staff at all levels as well as the leadership skills of pupils. * Elicit high performance from all colleagues through rigorous, supportive appraisal processes. * Embed an ethos of high expectation and aspiration which results in staff setting and modelling challenge and expectation through teaching and interaction with pupils and guardians. * Ensure that the professional development programme meets both whole school and individual needs, skillfully selecting whether to coach, mentor or direct. * Challenge all under-performance through the use of transparent and fair protocols. |
| Managing the organisation | * In the absence of the Head Teacher, to be responsible for the oversight of the school's day to day running. * Manage finances and commission resources in order that systems and processes enable the best-possible provision for ‘Personal Development’ and ‘Behaviour and Attitudes’. * Working closely with the Executive Headteacher, to monitor and evaluate the use of finance and resources to secure value for money. * Seek opportunities to maximise resources for the school and its community. |
| Accountability | * Produce regular and timely reports regarding school performance and provide information, support and objective advice to the Director of Education and Governors. * Work collaboratively with the wider organisation as appropriate, to enable them to fulfil their monitoring, statutory and wider responsibilities. * Contribute to, and constructively evaluate, the organisation’s systems that lead to the empowerment and inclusion of all stakeholders, enabling them to recognise they are responsible for the success of Compass Community Schools; ensuring that individual accountabilities are clearly defined, understood, agreed and acted upon. * Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives. * Ensure that high quality, timely and effective communication is maintained within and beyond the school and with stakeholders. * Ensure that parents and carers are well informed about all aspects of Compass Community Schools and, in particular, about ‘Personal Development’ and ‘Behaviour and Attitudes’ and targets for further improvement. |
| Strengthening community | * Demonstrate sustained determination to ensure and encourage good relations between Compass Community Schools and its families and carers. * Demonstrate sustained determination to ensure and encourage good relations between Compass Community School and the wider community. * Collaborate with families, carers and with other agencies to ensure that Compass Community School meets the wider needs of its pupils, staff and the local community. * Ensure that Compass Community School works closely with other Compass Schools and other schools locally, nationally and internationally, and with appropriate external agencies. |
| Safeguarding | * Act as DSL within the school, and work closely with the Deputy DSL (Executive Regional Headteacher) to contribute towards Compass Community School’s excellent culture of safeguarding, actively promoting welfare and adopting exceptional safeguarding practice. * Ensure that Compass Community School complies with all national and local safeguarding requirements. |
| Equality | * Ensure that Compass Community School reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens. * Work to ensure prominence of all ‘profile raising’ events pertaining to Equality. * Actively challenge and address discrimination. |
| Notes | |
| This job description is not exhaustive and may be changed at any time to meet the changing requirements of Compass Community Schools. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties, save for the following point:   * In terms of teaching it is envisaged that this post will be 50% teaching and 50% non-contact. | |