



Job Description – Head Teacher

Here at Vermont Primary School our mission is to be a family that 'belongs, believes and achieves together'.

Many of our SEMH children come to us having had challenging times in mainstream schools; some have even been out of school for a long time and have lost confidence in schooling. Creating a family-like environment where they feel understood and have a strong sense of belonging is therefore key to our success in enabling our pupils to be their best.

Working with these pupils is challenging but extremely rewarding. Our team is highly motivated by the fact that Vermont makes a real difference. Truly individualised learning is underpinned by rigorous and detailed monitoring and a unique emotional and behavioural curriculum which enables children to succeed where in the past they have not done so.

Under the current Head Teacher the school has grown considerably, has a well-deserved high reputation, a Good Ofsted rating and very positive SIO reports.

It is also a member of the Aspire Community Trust, a community trust comprising a group of schools collaborating to provide mutual support and drive excellence across its members.

Following a major SEN review in Southampton, and the impending retirement of the current Head, Governors are looking for a strong and visionary leader to lead the school and build on its significant strengths as it grows over the next few years from the current 50 pupils to a potential 76 by 2024-25, and then possibly further expansion after that. There is potential for a school move to another site to accommodate the projected 76 pupils.

Supported by a highly experienced, expert senior leadership team, we are looking for a well-qualified professional, ideally with direct experience of SEMH children or certainly with a passion for supporting and enabling them to succeed socially, emotionally and academically.

Core Purpose

The new Head Teacher will be expected to lead the successful growth (and relocation) of the school whilst maintaining and building on its many strengths including its strong mission and core values

The Head Teacher should be able to demonstrate the ability to lead in a way which inspires and motivates pupils, staff and all other members of the school community.

Duties and responsibilities

- 1. To maintain and lead the strategic direction and development of the school as it grows over the next few years in line with the strategic plan for SEN in Southampton.**

To work with the governing body, to manage the evolution and development of the school and plan for its future needs within the local and national context:

1. To maintain the ethos and provide vision and direction which further develops effective teaching, successful learning, and academic, social, behavioural, and emotional achievement

by pupils. This should provide a basis for sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life

2. Maintain and build the commitment of parents and the wider community to the vision, strategy and direction of the school, underpinned by sound financial planning, priorities and targets for ensuring high standards and good progress, optimising teachers' effectiveness and securing school improvement
3. To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets which secure the success of the school
4. To ensure that the management, finance, organisation and administration of the school sustainably support its vision and aims
5. To ensure that policies and practices take account of national, local and school data and inspection and research findings
6. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action where necessary to ensure continued improvement.
7. To have oversight of safeguarding and child protection including working closely with the DSL team to ensure all staff carry out their safeguarding duties and liaise closely with social care and other services where appropriate.

2. Leading learning and teaching

To work with the governing body and senior leadership team to secure and sustain effective learning and teaching throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement both academically, socially and emotionally, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive an excellent quality education through an individualised programme designed to promote a challenging and stimulating style of learning in a safe & healthy school environment
2. To ensure a consistent and continuous school-wide focus on pupils' social, emotional and academic achievement, using data and benchmarks to monitor progress in every child's learning and emotional development.
3. To ensure that learning, and the emotional development which enables this, is at the centre of strategic planning and resource management
4. To establish creative, responsive and effective approaches to learning and teaching
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
6. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
7. To be able to implement strategies which secure high standards of behaviour and attendance
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework

9. To be able to take a strategic role in the development of the new and emerging technologies and methodologies to enhance and extend the learning experience of pupils
10. To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken

3. Developing self and working with others

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
2. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service. Ensure a reasonable balance for teachers and other members of staff for work in and out of school.
3. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement
4. To participate in arrangements for Head Teacher performance management
5. To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction
6. To ensure that the wellbeing of all staff is a priority and supported where necessary.
7. To ensure that the school continues collaborative working with parents to provide 360-degree support for children's behavioural and emotional development e.g. NVR training.
8. To provide support to other schools where staff expertise and capacity allows.

4. Managing the organisation - efficient and effective deployment of staff and resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

1. To work with governors and senior colleagues to recruit staff of the highest quality available
2. To work with governors, senior colleagues and partners to ensure the best possible facilities and environment on the new school site taking into account the specific needs of the pupils.
3. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
4. To advise the governing body and implement decisions in relation to staffing and procedures dealing with competency and capacity of staff
5. To advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control

6. To manage and organise accommodation efficiently and effectively, including with the potential move to another site, to ensure that it meets the needs of the children, the curriculum and any health and safety regulations
7. To oversee arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the governing body
8. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money

5. Securing accountability

To be accountable for the efficiency, effectiveness and safeguarding of the school to the governors and others, including pupils, parents, staff and the community:

1. To provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
2. To report to the governing body on the discharge of the Head Teacher's functions and the affairs of the school
3. To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school
4. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OfSTED and others, to enable them to play their part effectively
5. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement
6. To report to the governors annually on the performance management of teachers at the school
7. To provide information about the work and performance of staff where it is relevant to their future employment

6. Strengthening community

1. To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial or sexual harassment
3. To ensure that the school cooperates and works with the relevant agencies to protect children, maintaining the highest standards in relation to safeguarding and that there is a proactive focus on vigilance and continued improvement wherever possible
4. To ensure learning experiences for pupils are linked into and integrated with the wider community
5. To ensure a range of community-based learning experiences

6. To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
7. To monitor, maintain and improve staff wellbeing, including providing resources and support where needed.
8. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
9. To support and maintain the school's membership of the Aspire Community Trust ensuring continued collaboration and mutual support between member schools
10. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives – both within the Aspire Community Trust and beyond
11. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary & secondary schools, particularly in relation to providing expertise around behavioural and emotional issues and management
12. To ensure that the school offers appropriate extended services

The job description is subject to the general conditions of service for a Head Teacher as set out in the current School Teachers Pay and Conditions Document.