



CORLEY CENTRE HEADTEACHER POST JOB DESCRIPTION AND PERSON SPECIFICATION

This document is based on the Department for Education Headteacher Standards, Teachers' Standards, and the Nolan principles.

JOB DETAILS:

Salary: Leadership 25-31

Contract type: Full Time/Permanent

Reporting to: Governing Board

The Headteacher's professional duties must be carried out in accordance with and subject to:

- The provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation.
- The Instrument of Governance of Corley Centre.
- Any rules, regulations or policies made by the Governing Board on matters for which it is responsible.
- The terms of their appointment.

The Headteacher is subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. Duties and responsibilities of the post may change over time as requirements and circumstances change.

MAIN PURPOSE:

The Headteacher will:

- Enhance and maintain the reputation of the school.
- Establish and sustain the school's ethos and strategic direction together with the Governing Board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure that the school fulfils its statutory duties regarding the [SEND Code of Practice](#)
- Identify barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Ensure school improvement strategies are effectively implemented, monitored, evaluated, and adapted.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently, and effectively.
- Work in consultation with Coventry City Council as commissioners of planned places and with other LAs in consultation over potential admissions

QUALITIES:

The Headteacher will:

- Lead by example, with integrity, creativity, resilience, and clarity.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's students, placing them at the centre of all decision making.
- Sustain wide, current knowledge and understanding of education and school systems and pursue continuous professional development.

DUTIES AND RESPONSIBILITIES:

School Culture and Behaviour

The Headteacher will:

- Create a culture where students experience a positive and enriching school life, maximising their personal and academic potential.
- Ensure the highest standards of safeguarding practice in relation to all students on roll at the school.
- Maintain the high standards met for awarding of the Autism Accreditation Award.
- Demand ambitious standards for all students, overcoming disadvantage and promote inclusion.
- Instil a strong sense of accountability in staff for the impact of their work, and a culture of staff professionalism.
- Identify emerging talents, coaching aspiring leaders to secure succession of expertise across the school.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly modelled by all adults in the school.
- Use consistent and fair approaches to managing behaviour, in line with the school's Behaviour Policy.

Teaching, Curriculum and Assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects, abilities and age-ranges based on latest research and evidence.
- Have ambitious expectations for all students.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, progressive, and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all students are functional readers.
- Promote a culture and practices that enable all students to access the curriculum.

- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.

Managing the School and Safeguarding Students

The Headteacher will:

- Ensure students' and staff safety and wellbeing through effective approaches to Safeguarding, as part of duty of care.
- Manage staff wellbeing with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional Development

The Headteacher will:

- Ensure staff have access to appropriate, high quality performance management arrangements and professional development opportunities.
- Address underperformance, supporting staff to improve and value excellent practice.
- Keep up to date with developments in education and ensure these are disseminated throughout the school.
- Seek training and continuing professional development to meet own professional needs and those of the school.
- Show commitment to the development of trainee teachers.
- Show commitment to whole school staff succession planning and career development.

Governance, Accountability and Working in Partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools, networks and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

Other areas of responsibility

The Headteacher will:

- Work to secure the future of Corley Centre as a centre of excellence within the field of autism education.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION:

CRITERIA	REQUIREMENTS
Qualifications and Training	<p>Qualified Teacher Status</p> <p>Degree</p> <p>National Professional Qualification for Headship (NPQH): attained or working towards</p>
Experience of:	<p>Successful leadership in a special or mainstream school</p> <p>Teaching children with complex communication and interaction difficulties</p> <p>Leading school self-evaluation and development planning</p> <p>Successful line management and staff development</p> <p>Safeguarding children and young people</p> <p>Multi-disciplinary working, particularly with Social Care and Health services</p> <p>Working to deadlines</p> <p>Producing clear and concise reports for a range of audiences</p> <p>Managing and bringing about change</p> <p>Establishing local network links to enhance provision</p> <p>Leading and managing under pressure</p>
Knowledge of:	<p>SEND Code of Practice</p> <p>Autism education best practice</p> <p>High-quality teaching, based on evidence, and the ability to model this for others and support others to improve</p> <p>School finances and financial management</p> <p>Current curriculum developments and assessment systems applicable to students with SEND</p> <p>Safeguarding and Child Protection procedures</p> <p>Equality legislation</p> <p>GDPR legislation</p> <p>The role of the Governing Board in school leadership and management</p>
Skills in:	<p>Leading by example and providing a clear strategic vision and direction in collaboration with the school community</p> <p>Leading whole school improvement issues, applying emotional intelligence to maintain momentum</p> <p>Successfully implementing a range of learning and teaching strategies for raising achievement in students with SEND</p> <p>Maintaining staff morale and addressing welfare issues with sensitivity and maintain perspective</p> <p>Sound financial management and resource management</p> <p>Managing and organising own workload effectively, including an ability to prioritise and manage time, work under pressure and meet deadlines</p> <p>Excellent interpersonal skills including the ability to work as a member of a team</p> <p>Communicating effectively orally and in writing to a range of audiences.</p> <p>Developing a highly positive ethos and securing the credibility of the school community</p>
Personal Qualities	<p>Commitment and ability to uphold the 7 principles of public life (the Nolan principles) at all times</p> <p>Commitment to securing the best outcomes for all students and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</p> <p>Passionate about teaching and learning</p> <p>Drive and empathy to develop the expertise and abilities of others</p>

	Open-minded, reflective and adaptable to changing circumstances and new ideas
References	Unequivocal recommendation in professional references

Corley Centre is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.