

HEREFORDSHIRE PUPIL REFERRAL SERVICE



Job Description

Position: Headteacher – Herefordshire Pupil Referral Service (HPRS)

Reporting to: The Management Committee

Main Purpose: To provide professional leadership for the school in order to secure its success and improvement, ensuring high quality education and care for all its pupils with a high expectation of successful pupil outcomes.

Salary: ISR L16-22

Note: HPRS is a registered maintained school with a Management Committee. It is located in 3 learning centres all within the City of Hereford. The Pupil Referral Centres are the St David's Centre and Aconbury Centre. The Home and Hospital Teaching Team (known as H3) is a separate centre for pupils with medical and mental health needs who are too unwell to attend school.

The jobholder will be expected to complete the responsibilities / accountabilities effectively. All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

MAIN TASKS

1. Strategic development of the school

- 1.1 Provide inspiring and purposeful leadership for the staff and pupils along with developing and promoting the vision and purpose for the school.
- 1.2 To work in partnership with the Management Committee, staff, pupils and families to sustain the pupil-centred ethos.
- 1.3 To be responsible for the production and implementation of a School Improvement Plan designed to secure continuous school improvement and successful OfSTED judgements.
- 1.4 To undertake continuous evaluation of the school's performance, providing summative, qualitative assessments together with any forensic, formative analysis as may be required to inform improvement strategies and to report to the Management Committee as required.

HEREFORDSHIRE PUPIL REFERRAL SERVICE



- 1.5 To ensure the school's engagement with its community supports the needs of its pupils and families and to advance the social inclusion of vulnerable learners
- 1.6 To ensure that all aspects of whole school management and organisation, e.g., safeguarding, teaching and learning, care, personnel, financial control and administration supports the school's successful development
- 1.7 To ensure that policy and practice take proper account of national, local and school requirements as well as the legislative framework within which it operates.
- 1.8 To monitor, evaluate and review the impact of policies and practice on an everyday basis and take prompt action as necessary.
- 1.9 To model best practice at all times and 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 educational success of the school.

2. Teaching and learning

- 2.1 Promote an environment characterised by outstanding teaching, learning and care.
- 2.2 Determine, organise, implement and monitor curricula that meet the varied learning needs of its pupils and meet relevant national standards. Ensure that all staff are understand and can articulate the intent of the curriculum.
- 2.3 Determine, organise, implement and monitor a framework to assess the performance of pupils in all aspects of their education, safe care and wellbeing
- 2.4 To model exemplary standards of pastoral care and actively promote an ethos in which pupils feel safe, included, respected and empowered.
- 2.5 Ensure that teaching and care is personalised to ensure maximum standards of pupil engagement in, and enjoyment of, the learning process. To oversee improving pupil attendance as a key measure of engagement in learning.
- 2.6 Determine, organise and implement policies to promote the personal, social, and emotional development of pupils and facilitate high standards of pupil behaviour.
- 2.7 Determine, organise and implement policies that will promote the physical and mental health of pupils and support an environment in which the safeguarding of vulnerable children and young people is central at all times.
- 2.8 Monitor and evaluate the quality of teaching and care and instigate changes as necessary to raise standards of provision and outcomes.

HEREFORDSHIRE PUPIL REFERRAL SERVICE



- 2.9 Determine and implement policies which promote:
 - a) Positive strategies for enabling equality of opportunity and active celebration of diversity;
 - b) Strategies for monitoring and reporting incidents of discrimination and bullying.
- 2.10 Develop and maintain effective links with the community including business, industry, institutes of education, Local Authority officers and other partners to extend the curriculum, enhance opportunities for learning and the transition to adulthood.
- 2.11 Continue to maintain an effective partnership with families and the wider community to support and improve pupil outcomes and the social inclusion of vulnerable pupils and their families.
- 2.12 Promote extra-curricular and extended school activities in accordance with the aims of the school.
- 3. Leading and managing staff**
 - 3.1 Model, 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 conditions of employment.
 - 3.2 Implement and sustain effective systems for the management of staff performance, incorporating performance management/appraisal and target setting.
 - 3.3 Promote and monitor the continuing professional development of a flexible workforce, including the access of all staff to accredited further learning, induction of newly qualified teachers and the leading of whole school developments.
 - 3.4 Ensure that professional duties are fulfilled, as specified in the Teachers' Terms and Conditions of Service, including those of the Head teacher.
 - 3.5 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
 - 3.6 Ensure that a deputy Headteacher, or suitable person, assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
 - 3.7 Continue the development of good working relationships with members of the management committee, staff, pupils, parents/carers and the wider community.

HEREFORDSHIRE PUPIL REFERRAL SERVICE



4. Efficient and effective deployment of staff and resources

- 4.1 Work with members of the management committee and senior colleagues to recruit and retain staff of the highest quality.
- 4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and surrounding grounds.
- 4.3 Set appropriate priorities for expenditure, allocation of funds and effective administration and control through effective financial monitoring, forecasting and forward planning.
- 4.4 Develop and oversee the traded element of the service liaising with mainstream secondary schools to ensure the service meets school and pupil needs.
- 4.5 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the pupils, curriculum, community use and health and safety requirements.
- 4.6 Work with colleagues to deploy and develop all staff effectively in order to maintain and constantly seek to improve the quality of education and care provided.
- 4.7 Manage, monitor and review the range, quality and use of all available resources in order to improve standards of education, raise pupil outcomes, and to ensure efficiency and secure value for money.

5. Accountability

- 5.1 Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- 5.2 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Management Committee, the LA, the local community, OfSTED and others to enable them to play their part effectively.
- 5.3 Ensure that parents/carers and pupils are well informed about school life in general, the school's curriculum and their children's achievements and progress within it. Also, the contribution that parents/carers can make in supporting learning and well-being.
- 5.4 Provide information, objective advice and support to the Management Committee to enable it to meet its responsibilities for securing effective teaching care and support and learning, efficiency and value for money.

HEREFORDSHIRE PUPIL REFERRAL SERVICE



- 5.5 Carry out any such duties as may be reasonably required by the Management Committee.

6. Safeguarding Children & Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will follow the guidance provided in Keeping Children Safe in Education (Sept 2018) and any subsequent updates.

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the Management Committee are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated lead for safeguarding (DSL) and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are dealt with sensitively and effectively in a timely manner in accordance with agreed safeguarding policy and practices.

‘This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future’. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions as they relate to Headteachers’.