

JOB DESCRIPTION

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Headteacher Orchard Manor School (note use OMS style)
Salary/Range:	L25 (£76,141) - L31 (£88,187)
Hours:	Full Time
Base:	Orchard Manor School (will travel across Devon & Cornwall)
Responsible to:	Director
Direct Supervisory Responsibility for:	Orchard Manor School Staff and Pupils
Important Functional Relationships: Internal/External	Parents , Community, LGB, Trustees, Members, LAs, Health , Social Care , SENTient , partner schools, Service contractors, potential partner organisations

Expectations of the Postholder:

This is a high-profile post within an existing Multi Academy Trust.

The environment is sometimes pressurised so flexibility, a calm approach and a “can-do” attitude are required to carry out the role effectively.

The postholder must have integrity and discretion at all times.

Positive interactions with staff and pupils are an expectation.

Direct supervision is minimal so the ability to prioritise, use initiative, be proactive, organise one’s own workload and that of others, whilst maintaining high standards, is essential.

The postholder must be proactive in keeping professional knowledge up to date and have a commitment to personal and professional development.

It is crucial that all staff in the Trust support Trust vision, ethos, value through adhering to policies and procedures.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students with profound, severe and complex learning needs, including ASC , the workforce, and towards parents, governors and local community.

Main Purpose of Job:

A key strategic role in the Special Partnership Trust; to successfully lead, and be accountable for, high quality learning outcomes, an integrated high quality, viable residential offer, and overall school improvement at Orchard Manor School

The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all stakeholders and partners to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with SEND needs, the workforce, and towards parents, governors and local community.

Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

Main Duties and Responsibilities:

To provide strategic leadership and direction by:

- Working with Trustees and the Local Governing Body, to develop a vision, strategic objectives and implement the Trust Development Priorities.
- Ensuring that the Trust vision, ethos and values are embedded in a school offer and clearly articulated, shared, understood and delivered throughout the school community.
- Delivering a step change curriculum development, teaching and learning and levels of pupil achievement in accordance with Trust expectations and OFSTED requirements.
- Enabling and ensuring the senior management team deliver high quality leadership within clear lines of accountability.
- Ensuring that resources are focused on teaching and learning and positive behaviour.
- Supporting the Trustees and Governors with the creation of new partnerships and opportunities.
- Being an effective ambassador and champion for the Trust and school by promoting its development and achievements locally and nationally.
- Ensuring that parents and the community are strongly engaged in the work of the school.

To promote a high-quality educational offer in a Trust School by:

- Ensuring that the curriculum builds on good practice and is aspirational, innovative, and differentiated to the needs of the pupils.
- Monitoring standards of teaching, learning, behaviour and progress and rigorously addressing areas of concern through appropriate intervention.
- Celebrating staff and pupil success and achievement.
- Ensuring that the school continues to develop, works collaboratively and innovatively, and that the staff benefit from professional development opportunities.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes, access to qualifications and onward progression.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

- Establish an educational culture of openness as a basis for sharing best practice within and between staff, drawing on and conducting relevant research and robust data analysis. Ensure this practice is shared widely with Trust schools to support them to build capacity to meet the needs of pupils.

The self-improving school system:

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils with special educational needs.
- Develop effective relationships with fellow professionals and colleagues in other public services, particularly Health and Social Care, to improve academic and social outcomes for all pupils.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, value and develop outstanding practice.
- Welcome strong governance and actively support the Trust and the Local Governing Body to understand its role and deliver its functions effectively – in particular its functions to hold the Headteacher to account for pupil and staff achievement and performance.

Management of People and Resources by

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Working with the Trust Leadership Team to inspire and motivate pupils, staff and the other members of the school and wider community.
- Ensuring the SLT and wider staffing structure is fit for purpose.
- Ensuring that all Trust policies relating to the employment of staff are adhered to including safe recruitment and the completion of the single central record.
- Ensuring the school operates within Financial policies and processes and its delegated budget.
- Developing and maintaining effective strategies and procedures for staff recruitment, induction, professional development and performance management and review.
- Building a learning culture within the school and the community and working across the Trust and with the partners to enhance the skills, experiences and aspirations of pupils and school staff.

- Ensuring that the school's resources are effectively deployed to enhance the learning opportunities of all members of the school and wider community.

Accountability

- Work with the Trustees and Local Governing Bodies to fulfil its commitments and expectations.
- Ensure individual accountabilities are clearly defined, understood and agreed and subject to rigorous review and evaluation.
- Ensure Trustees and Governors are fully engaged in the monitoring of the school's performance.
- Be an active Member of the Trust Senior Leadership Team contributing to the strategic planning and delivery of the Trust priorities.

Safeguarding Children and Safer Recruitment

- To ensure that the school meets its commitment to the safeguarding and promotion of welfare for the students and young people in its care.

General/Other:

Staff should recognise that as the Trust grows and moves forward job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development and service delivery changes which supports this.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications & Training	Essential educational requirements Qualified Teacher Status Essential qualifications Qualified Teacher Status	Leadership qualification e.g. NPQH Ofsted trained SENCo accreditation
Experience	Experience of leading organisation transformation, school improvement and development. Effectively managing budget, funding and resources Effective strategic planning Managing and interpreting data/information to support taking the school forward particularly in respect of performance Use of assessment and analysis in raising standards Successfully leading, motivating and developing staff – including the performance management process Challenging poor performance and supporting colleagues as required Proven effective leadership of a significant sized team	Moving a school through Ofsted categories. SEND leadership experience in a Special School / SEN setting.

	<p>Leading and sustaining educational initiatives for school improvement</p> <p>Proven ability to lead, organise and motivate a team</p> <p>Effectively and successfully managing change</p>	
Abilities, skills and knowledge	<p>Candidates must be able to demonstrate significant participation and quantifiable impact within a senior leadership team along with evidence of continuing professional development, preferably in SEND.</p> <p>You must be committed to high quality teaching and learning and should have the creativity and vision to inspire and lead change but also the focus to ensure successful outcomes are reached. Your 'can-do' attitude will inspire and engage children and young people, parents/carers, staff and the local community and you must be a compassionate and strong leader who can hold staff to account whilst being accountable yourself.</p> <p>Working positively with the school development process – determining, then implementing, priorities</p> <p>Celebrating achievement and success</p>	<p>Knowledge and understanding of the varying needs and abilities of pupils with SEN, particularly those on the Autistic Spectrum</p>
Personal qualities	<p>Developing and maintaining positive relationships with all stakeholders in the SPT and the wider community</p> <p>Motivating staff to motivate children</p> <p>Excellent interpersonal skills with an ability to relate confidently to and motivate a wide range of people</p> <p>Ability to communicate with enthusiasm, confidence and competence</p> <p>Being an excellent team builder who can implement strategies which lead to our continued improvement</p> <p>Being professional, loyal and acting with integrity</p> <p>Respecting opinions and being able to constructively justify why they might not be used in a given situation</p> <p>Being approachable, visible and accessible</p> <p>Being empathetic and committed to inclusion</p> <p>Having emotional resilience especially when difficult decisions have to be made</p> <p>Being a catalyst for change</p> <p>Holding high standards and expectations and encouraging excellent standards of working amongst colleagues</p>	
Notes	<p>The above will be details will be evidenced by a variety of means including:</p> <ul style="list-style-type: none"> ✓ Application Form ✓ Letter of Application ✓ References ✓ Interviews 	