

HEADTEACHER JOB DESCRIPTION

Position: Headteacher

Reporting to: The Management Committee

Context:

A Pupil Referral Service (PRS) is an alternative provision school which offers education to students from age 5-16 who are at risk of exclusion, permanently excluded from, or are not attending school for other reasons, such as illness (physical and/or psychological), social, emotional and behavioural.

The PRS's core offer is to provide short-term placements with the aim of successful re-integration into a mainstream setting.

Whatever the context of the placement, a student's progress is assessed and monitored at all stages of their placement to ensure that the provision remains appropriate and is outcome focussed.

Main Purpose:

To provide professional leadership for the School/PRS which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher and the overriding requirements of the role. To meet the National Standards of Excellence for Headteachers as published by the DfE.

To fulfill the statutory functions of the Pupil Referral Service (PRS) in accordance with the DfE statutory guidance as commissioned by the Local Authority. In addition to fulfilling the Service Level Agreement (SLA) relating to the service commissioned by the Local Authority.

To seek to achieve any performance criteria, objectives or targets agreed with or set by the relevant body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

To work collaboratively with partners and key stakeholders to offer commissioned places which meet pupils' needs, providing specialist advice in relation to addressing social, emotional and mental health needs. Also to reduce exclusions and increase inclusion in the School/PRS system.

To lead and be responsible for strategic management of Brownhill Learning Community through rigorous self-evaluation, including quality assurance and performance management at all levels.

MAIN TASKS

1. Strategic Leadership

- 1.1 To provide an outstanding role model for all colleagues and to make a leading contribution to the maintenance of high standards in all areas of school management and organisation.
- 1.2 To work with the Management Committee to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context, ensuring finances, organisation and administration support these decisions.
- 1.3 To liaise with the Fair Access Panel, Secondary and Primary Headteachers to shape Rochdale's inclusion strategy.
- 1.4 In partnership with all key stakeholders (Management Committee, staff, parents/ carers to create an ethos and provide educational vision and direction that secures effective teaching, successful learning and achievement by students, and sustained improvement in their social, emotional, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
- 1.5 To support the planned re-integration of students to mainstream schools using interventions based on a three-tier model with a focus on targeted support.
- 1.6 To monitor and evaluate the performance of the School/PRS and respond and report to the Management Committee as required.
- 1.7 To ensure that school policies and practices take account of national, local and School/PRS requirements.
- 1.8 To monitor, evaluate and review the impact of policies, priorities and targets of the School/PRS in practice, and take action if necessary.

2. Teaching and Learning

- 2.1 To maintain an environment that promotes and secures quality first teaching, effective learning, high standards of achievement and good behaviour.
- 2.2 To ensure that learning is at the centre of strategic planning and resource management.
- 2.3 To establish creative, responsive and effective approaches to teaching and learning.
- 2.4 To be able to implement strategies which secure high standards of behaviour and attendance.
- 2.5 To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment and monitoring framework.
- 2.6 To ensure a consistent and continuous school wide focus on student achievement, using data and develop the use of benchmarking to monitor progress in every child's learning.

- 2.7 To develop an effective system of record keeping and communication with schools, parents/ carers and students.
- 2.8 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.9 Determine, organise and implement a policy for the personal, social and moral development of pupils.
- 2.10 Determine and implement policies which promote:
 - a) Positive strategies for developing good race relations and dealing with racial incidents.
 - b) Equality of access.
- 2.11 Determine and implement positive strategies and programmes which ensure good pupil behavior and discipline and give support and clear guidance on exclusions.
- 2.12 Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.13 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

3. Leading and Managing Staff

- 3.1 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 and target setting.
- 3.3 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 3.4 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- 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/PRS.
- 3.7 Continue the development of good working relationships with Management Committee, staff, pupils, parents/carers and the community.

4. Efficient and Effective Deployment of Staff and Resources

- 4.1 Deploy and manage all teaching and support staff of the school and allocate duties to them (including such duties of the Headteacher as may properly be delegated to other members of the staff) in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities and maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- 4.2 To advise the management committee and implement decisions in relation to staffing, working together to recruit, deploy and develop staff as needed in order to maintain and improve the quality of education provided.
- 4.3 To play a leading role in assessing professional development needs, and planning appropriately to address those needs (including essential training) through leading Continuous Professional Development.
- 4.4 Implement the appraisal of all staff, consistent with statutory regulations (whilst not statutory for support staff, it forms the basis of locally agreed policy and is good practice), that promotes good student progress and continuous professional development of staff.
- 4.5 To advise the management committee on appropriate priorities to deal with the competence and capacity of staff.
- 4.6 To ensure that professional duties are fulfilled, as specified in the terms and conditions of service of teachers and support staff, including those of Headteacher.
- 4.7 To maintain high standards of parent/ carer liaison and multi-agency working ensuring good relationships in the wider community.
- 4.8 To advise the management committee on the appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
- 4.9 To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- 4.10 To make arrangements for the security and effective supervision of the school buildings, contents and grounds, ensuring any lack of maintenance is reported to the management committee.
- 4.11 To ensure day to day management of the sites used by the PRS.
- 4.12 To undertake overall responsibilities as defined in the Health and Safety policy.

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/PRS.
- 5.2 Present a coherent and accurate account of the School/PRS's performance in a form appropriate to the range of audiences, including 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 the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the School/PRS's targets for improvement.
- 5.4 Provide information, objective advice and support to the Management Committee 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.
- 5.5 Carry out any such duties as may be reasonably required by the Management Committee.

6. Safeguarding Children & Safer Recruitment

- 6.1 To promote and safeguard the welfare of all children and young people within Rochdale PRS, by ensuring that the School/PRS's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- 6.2 This School/PRS is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

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 person 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 in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

'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'.