

Headteacher Job Description

Reports to

Kingsley Learning Foundation CEO and Trust Board

Responsible for

Leadership and management of the school

Main Purpose of the Job

To provide leadership for the school which ensures high achievement and pupil well-being, support improvements in standards of learning and personal development over time, and ensures that the school meets all relevant statutory requirements.

Duties and Key Responsibilities

Leadership

- Be responsible for school operations day-to-day and be a designated safeguarding lead
- Model commitment to excellence in special education and champion LEARNING in every sphere of the school's activity.
- Develop and ensure effective implementation of the Trust's and the school's strategic and operational plans (including the Trust Improvement Plan, School Development Plan and School Self-Evaluation Form, SEF).
- In collaboration with the Trust officers and the Headteacher of our partner school, execute the vision of the Trust and ensure that the values of the Trust manifest in all aspects of the school's work.
- Monitor, appraise and report on the performance of the school to the Trust and relevant external bodies including DfE and EFA.
- Provide leadership which identifies, promotes, encourages and rewards the highest standards of educational, behavioural and health practice at the school.
- Support the school's Chair of Governors and Governing Body in executing their role, particularly in terms of supporting statutory compliance.
- Recruit and lead the school's leadership and other staff to deliver plans effectively.
- Develop the school's policies and processes for ratification by the Governing Body, maintaining compliance with all education and other relevant legislation and best practice guidance, with particular regard to safeguarding children and young people plus the Equalities Act 2010 and Children & Families Act 2014.
- Represent the interests, vision and values of the school and Trust in engagement with partner agencies.

Learning Environment

- To create a school community in which every person is a learner and in which learning is seen as the ultimate and highest order.
- Ensure that the individual needs, experience, interests and abilities of each pupil are met and provide the best environment to ensure that each pupil is learning according to their needs, based on best practice and developed in accordance with national standards and pupils' assessed needs and capabilities.
- Ensure that attainment and achievement are systematically recorded, appraised and reported and used to plan individual objectives.
- Ensure that all resources and facilities are aligned and deployed to secure optimal learning outcomes.
- Ensure that levels of expertise and specialism of pedagogy are maintained to ensure excellence of learning and teaching practice in all facets of school life.

Pupil Welfare

- Ensure that the School meets its statutory and best practice guidance on obligations for safeguarding and promoting the welfare of all children and young people
- Ensure that the health and care needs of each pupil are assessed and met through effective systems and appropriately trained and qualified staff.
- Monitor the welfare of pupils, preparing regular reports to the Governing Body, and, ensuring that appropriate communication and liaison exists with families and carers, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all staff and others working with pupils are properly appointed and monitored in accordance with school policies, conform to legal requirements from safeguarding procedures including Safer Recruitment, and receive induction training and support to meet the welfare needs of pupils.
- Create and lead a school family support service to work in partnership with parents/ carers to train, advise and enable families in guaranteeing the safety and well-being of the children.
- Collaborate with partner organisations from Health and Social Care to ensure that the welfare of learners and their families are met in a coordinated way.

Staff Leadership and Management

- Review the leadership structures in the school, making recommendations to the Governing Body as required.
- Support the school leadership team to fulfil their operational responsibilities by providing the professional leadership and organisational support, personal and professional development, and the staffing and financial resources to allow the leadership team to carry out their duties.
- Support opportunities for staff development and encourage innovation and imaginative solutions to staffing needs in the school.
- Establish procedures to allow the efficient operational recruitment and deployment of staff.
- Together with the Trust, monitor staffing indicators and specific staff needs, respond to trends and changes in staff performance and ensure that staff welfare remains paramount for the School.
- Ensure that succession planning in all areas of operation is embedded in the strategic planning of the school. Ensure the school makes a meaningful contribution to the future of the teaching profession.
- Design and maintain an appropriate staffing structure for the school; consult with Trust regarding any deviation, reduction or increase in the staffing structure.
- Sharing expertise with special and mainstream partners including offering training events and specialist experiences within the structure of the Trust.
- Oversee the application of school employment contracts.

Resource Management

- Develop, propose, manage, monitor and report on the school's income and expenditure budget.
- Ensure school produces an annual report and accounts meet its statutory financial legal reporting requirements.
- Ensure that the school's commissioning activities are carried out to meet school and statutory requirements, and are best value.
- Ensure the efficient use of financial resources, spending these against priorities agreed at Trust level or in negotiation with the Trust.
- Ensure the school complies with all health and safety requirements.

- Ensure effective management of the schools premises and compliance with statutory and school policy requirements.
- With the School Business Manager and senior leaders, identify funding streams and resource opportunities to augment the school's provision.

Educational Development

- Develop, monitor and report on the School Development Plan and the School Self-Evaluation Form.
- Ensure pupil progress is tracked including at the levels of whole-school, relevant pupil sub-groups and individual pupils.
- Identify opportunities within the school for new developments and support a climate of appropriate creativity and purposeful activity within the school and community.
- Work in partnership with other schools and specialist agencies and providers to deepen the expertise and enhance provision.
- Lead curriculum development and innovative practice across the range of disciplines and specialisms of the school.

Stakeholder Management

- Develop and manage the school's communication and marketing plans with key stakeholders.
- Ensure effective plans and resources are in place to empower pupils, families and carers to communicate their needs and views.
- Act as the principal conduit of the relationship between the school and families of pupils, particularly at times of transition and other times of difficulty, as well as prospective families and pupils.
- Support the appropriate professionals in the case of cared-for children.
- Work strategically with Local Authorities and other commissioners to support the development of the school and organisation.
- Create mechanisms and professional structures which will work collaboratively to secure optimal outcomes for children and families.

Admissions

- Working with the Commissioning Authorities to manage the process of admissions to the school, including support for appeals in keeping with due process and all admissions codes and law.
- Manage all activities related to SEN and tribunal appeals, including co-ordinating the school's response and representing the school at hearings, or deciding on representation.

Develop and Manage a Personal Work Programme

- Actively participate in the Academy's performance management processes, including the performance management, competency and capability processes and the induction process
- Proactively maintain the knowledge, skills and networks needed to deliver their role.
- Articulate and champion the school's core values and carry out all responsibilities with due regard to Safeguarding Children and Equality policies and procedures.