North Ridge High Specialist Support School

Job Description: Headteacher

**Job Details**

**Salary:** pay range and salary: L31- L37

**Contract type:** Full Time - Permanent

**Reporting to:** Governing Body of North Ridge High Specialist Support School

**Responsible for**: all staff, pupils, curriculum, strategy and finance at North Ridge

**Main purpose**

The headteacher will:

* Strategically lead and manage the school fulfilling the requirements and duties set out in the School Teachers’ Pay and Conditions Document (STPCD) relating to the Conditions of Employment of Headteacher
* Meet the Headteachers’ Standards as published by the DfE.
* Seek to achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Body in accordance with the requirements set out in the STPCD (*see appended Additional Information for details*)
* Promote and safeguard the welfare of all children and young people within the School, by ensuring that the School’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff and stakeholders
* Ensure that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively
* Lead North Ridge High School with enthusiasm and passion for the success of all pupils
* Have a clear vision for the future of the school and establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community
* Develop and oversee systems, processes and policies so the school operates effectively
* Identify problems and 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
* Monitor progress towards achieving the school’s aims and objectives
* Allocate financial resources appropriately, efficiently and effectively
* Ensure the school continues to fulfill its role of providing SEND outreach support to schools within the North Manchester community
* Lead, develop and manage the staff team at North Ridge
* Review, develop and implement an effetive curriculum

**Qualities**

The headteacher will:

* 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 pupils
* Have a strong broad knowledge base of the needs of pupils with SEN and how best to meet the needs within the school

**Duties and responsibilities**

School culture and behaviour

The headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school so the school remains a calm setting for all
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Ensure that policies and procedures relating to managing behaviour are well researched and meet the needs of pupils with SEN

Teaching, curriculum and assessment

The headteacher will:

* Establish, monitor and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured 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 pupils’ knowledge and understanding of the curriculum
* Ensure that the school continues to develop skills in reading for pupils at all stages
* Ensure that the curriculum is fit for purpose and prepares the pupils of North Ridge for adulthood
* Promote a culture and practice that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

**Managing the school**

The headteacher will:

* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload and wellbeing
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure that activities taking place outside of normal school hours are well organised, well-staffed and that safety is paramount

Professional development

The headteacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with research and developments in education and SEN
* Actively seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The headteacher will:

* Understand and welcome the role of effective governance, including accepting responsibility
* Ensure that staff and stakeholders 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 and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

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 postholder may be required to do other duties appropriate to the the role.

**Conditions of Employment**

The above responsibilities are in accordance with the current School Teachers' Pay and Conditions Document. It is also subject to any local agreements and LA guidance on interpreting conditions of service.

**Review and Amendment**

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Headteacher but only after full consultation between them. It will be signed if agreement is reached.

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

**Where the post holder is disabled every effort will be made to supply all necessary support, aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**