

HEADTEACHER JOB DESCRIPTION

Salary : L18-31 (according to experience)

Contract type: Full time, permanent

Reporting to: The Governing Body

This job description is based on the Headteachers' Standards 2020.

The Headteacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Governing Body. The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary. The Governing Body of the School is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. (The appointment is subject to the provisions of the School Teachers' Pay and Conditions document, mandatory for maintained schools).

KEY RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT OF PUPIL ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Implement strategies which secure high standards of behaviour and attendance, pupil welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all pupils.

LEADERSHIP AND MANAGEMENT OF STAFF

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key SDP priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.

- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

LEADERSHIP AND MANAGEMENT OF TEACHING AND LEARNING

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on pupil opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all pupils.
- Ensure that the curriculum enables all pupils to progress to the next stage of education.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the pupils/pupils and staff and are of the highest standard of cleanliness and repair, and are compliant with health and safety regulations.
- Explore and develop additional sources of funding.

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.

- Translate the vision into a School Development Plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

EQUAL OPPORTUNITIES

- Promote, implement, and monitor equal opportunities across all aspects of school life.

TEACHING

- Teach as necessary and appropriate relative to the other duties of the post.

NOTES

The Headteacher may be asked by the governing body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

PERSON SPECIFICATION

Selection Criteria	<p>All criteria are essential unless otherwise stated. Candidates should have:</p>
Professional qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status and degree • A record of CPD relevant to Headship • Leadership experience at Deputy Head level • Leadership and teaching experience in special education • Knowledge of national and local safeguarding guidance • Knowledge of best practice and procedures in schools for safeguarding pupils • Successful track record of leadership in special education in England • Successful track record of leadership EYFS, KS1/2 curriculum for children with SLD and PMLD • Successful teaching experience in the relevant age groups <p>Desirable</p> <ul style="list-style-type: none"> • Leadership experience as an existing Headteacher
Personal skills, qualities and attributes	<ul style="list-style-type: none"> • The highest level of integrity and sense of moral purpose • An understanding of, and empathy with, the lives of families living with SLD and PMLD • An ability to work with young people and adults in a manner that commands respect and confidence • Excellent interpersonal and 'people management' skills • Decisiveness and consistency, with a focus on solutions • Clear, calm and effective communication skills • Good organisational skills in order to plan, lead and delegate effectively by valuing the contributions of all • Commitment, resilience and staying power
Leadership and Management: pupil achievement, progress and safety	<ul style="list-style-type: none"> • A strong knowledge of safeguarding • Excellent knowledge and understanding of children with SLD and PMLD and other special educational needs to inform school planning and policy • Strategies to deliver the outcomes expressed in the school's ethos and values • A successful track record in monitoring, evaluating, and improving the quality of teaching and learning • A good knowledge of current educational developments and can apply them to Stephen Hawking School

	<ul style="list-style-type: none"> • The ability to inspire and motivate staff to be aspirational for all children
Leadership and management: staff	<ul style="list-style-type: none"> • The ability to motivate and inspire staff to be at their best • The ability to employ a range of leadership styles to support school improvement • The ability to ensure management structures and systems are in place that support the school's goals • A commitment to both the wellbeing and professional learning and development of all staff, ensuring equality of opportunity for all • A good track record of building successful teams • The skills to resolve situations of conflict • Experience of leading the school community effectively through periods of change
Leadership and management: Teaching and Learning	<ul style="list-style-type: none"> • Experience of successful school development planning and a strong track record of implementing and managing the delivery of sustained improvement • A good knowledge of all aspects of the curriculum and of what constitutes highly effective teaching, learning and assessment for pupils with SLD and PMLD • Experience of successful strategies to monitor, evaluate and improve the quality of teaching and learning • In-depth knowledge and understanding of relevant, current educational research and practice to inform school priorities and developments • Understanding of the Ofsted Framework and its implications for schools • A vision for the future development of the curriculum
Managing Resources	<ul style="list-style-type: none"> • The ability to analyse issues relating to financial, human, premises and other resources, developing effective and creative responses • A vision for a 21st century learning environment, including the use of appropriate technology
Stakeholders and the local community	<ul style="list-style-type: none"> • Effective communication skills with staff, parents, pupils, governors and the local authority • The ability to establish effective links with the local community, appreciating its dynamics and be sensitive to the school's role within it

	<ul style="list-style-type: none"> • Experience and skills to establish a good working relationship with a variety of stakeholders including health and social care professionals and the Local Authority
Accountability and governance	<ul style="list-style-type: none"> • Successful school development planning experience and a strong track record of implementing and managing the delivery of sustained improvements • Experience of working with the governing body
Equal opportunities	<ul style="list-style-type: none"> • A track record of commitment to promoting, implementing, and monitoring equal opportunities and diversity across all aspects of school life.

This Governing Body (and the Local Authority are) is committed to safeguarding and promoting the welfare of children and young persons and Head teachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.