



## **Riverside Special School Headteacher Job Description**

### **Purpose:**

- To provide vision, leadership and direction for the school.
- With the governing board, to be responsible for creating and maintaining a productive learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continuous improvement of the quality of learning offered by the school.

### **Accountable to:**

- The governing body.

### **Accountable for:**

- Standards, progress and well-being of all pupils and all staff and for all resources

**The post holder will be expected to uphold all the Headteachers' Standards.**

### **Professional Conduct**

- To uphold the Nolan Principles of Public Life.
- To uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- To promote effective relationships with all pupils, staff, governors, parents, other schools, the local community, the Local Authority and other external bodies to enhance the positive image of the school and the development of the education system.
- To develop a culture of staff professionalism.

### **School Culture and Ethos**

- To treat everyone fairly and equitably, with dignity and respect to create and maintain a shared school culture and positive climate which motivate pupils, staff and all other members of the school community.
- To nurture all children so that they reach their personal goals.
- To create a culture of high expectations and aspirations that lead to an excellent education for all pupils.
- To ensure that parents, pupils, staff and governors are committed to the school's vision.
- To establish a positive ethos throughout the school so that pupils take pride in their school, their work and their behaviour.
- To provide support, professional development, guidance and challenge to all staff, embracing opportunities to engage critically with educational research to provide the very best for all pupils.

- To ensure that teachers and adults work effectively with professionals, parents and carers to identify and meet the needs of pupils with additional needs and those with Special Educational Needs and Disabilities.

### **Curriculum, Teaching and Assessment**

- To ensure that teaching nurtures, engages and motivates children and is based on accurate assessment of children's learning needs and development so that activities and experiences meet their needs.
- To ensure that assessment is appropriate and proportionate, and that assessment information is used effectively by leaders and governors to improve teaching and the curriculum.
- To ensure that statutory requirements for the curriculum are met, that curriculum provision is appropriate and relevant to the needs of all pupils and provides equality of opportunity for all.
- To ensure that the curriculum is ambitious, promotes enthusiasm and engagement for pupils and helps to develop their life skills.
- To ensure that excellent teaching within a broad and balanced curriculum, accompanied by effective provision for spiritual, moral, social and cultural development, assists all pupils to prepare for life in modern Britain.
- To understand what good and outstanding teaching and learning looks like and to be able to communicate this effectively to all staff and governors.
- To ensure that children in the Early Years achieve well in line with the statutory framework.
- To ensure that post 16 students achieve as highly as possible.
- To ensure that students are well prepared for their next steps.

### **Professional Development or leadership and management**

- To ensure that the school's Appraisal policy, including induction, is effectively implemented including reporting to the governing board as necessary.
- To ensure that staff have access to high-quality professional development opportunities that align to individual needs and that of the whole school development planning process.
- To ensure that professional development helps to build capacity and sustain school succession planning.
- To keep up to date with developments within education.
- To regularly review their own practice, sets personal targets and takes responsibility for own personal development.

### **Organisational Management or leadership and management**

- To lead and manage change effectively.
- To ensure that effective monitoring and evaluation of the quality of teaching, attainment and progress are used to improve learning.
- To ensure that parents and carers are regularly provided with sufficient information to understand how well their children are doing and what they can do to help improve learning.
- To treat staff fairly, equitably and with dignity managing systems to ensure their well-being and their workload is well managed.

**Governance**

- To work with the governing body to enable it to meet its responsibilities and present to it, on a regular basis, an accurate account of the school's performance.
- To ensure that the school fulfils all statutory duties, including those relating and not limited to safeguarding, finances, curriculum, equality and health and safety.

**Behaviour and Safety**

- To establish a positive ethos throughout the school so that pupils take pride in their school, their work and their behaviour.
- To establish the highest expectations for social behaviour so that respect for others and courtesy are the norm.
- To be responsible for establishing and maintaining the processes and policy that secure the safeguarding and welfare of every child.
- To secure effective safe-guarding procedures that ensure the safe recruitment of all staff and the safety of all pupils, including in respect of e-safety.