
Job Description

Job Title:	Headteacher – Brookways School
Reporting to:	Executive Headteacher – London and South
Purpose of role:	<p>To lead the School in all areas of education and learning to ensure all children placed at the school achieve their maximum potential.</p> <p>To ensure, by means of visionary, inspired leadership and management, the School delivers on its Vision and Mission.</p> <p>To structure, organise and develop a team of professionals who are committed to delivering the School's Vision ensuring the highest possible outcomes for all its children.</p> <p>To ensure the School complies with and exceeds all regulatory requirements.</p>
Working with:	Kedleston Executive and Management Team, colleagues employed in the School, other Headteachers, wider corporate team.

Kedleston Schools Ltd ("Kedleston") is an independent organisation which owns and operates a group of schools/homes for children with a range of special educational needs. Kedleston's vision is to become the most respected provider of specialist schooling in the country. It is committed to achieving this by investing in its people, practices and infrastructure.

The role of Headteacher will uphold the Mission, Values and Goals of the Kedleston Group as expressed in its Vision and Mission Statement.

Main Roles and Responsibilities

- To ensure consistent, high quality education is delivered to all children that attend the school so they are enabled to grow spiritually, morally, intellectually, physically and socially
- To ensure effective behaviour management strategies are adhered to so a rich learning environment exists for all children.
- To provide equality of opportunity by encouraging, developing and challenging the abilities, skills and interests of each pupils recognising and valuing their differences
- To encourage each child to participate with confidence and enthusiasm and develop a sense of self respect, independence, responsibility and fun
- To value the contribution of parents and carers and to encourage them to be involved in their child's education and development in partnership with the School
- To foster mutual respect for each other and to understand and respect the faith, race and culture of others
- To ensure the quality of learning experiences for all our children is best in class and that the School demonstrates substantial pupil progress on both academic and non-academic levels

- To instill a culture of best practice in the school where everyone is working to achieve a common goal which is clearly understood by all
- To ensure a working environment within which employees are motivated and empowered to achieve in all they do for our children

Additionally, the Headteacher's focus will be to address and develop the following:

Leadership & Stimulating a Positive Ethos

- Ensure that the staff team understand the School's Vision and Mission with every individual member of the team feeling they have a role to play in delivering them
- To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- To demonstrate distinctive vision and values in everyday work and practice and at all times to act as a 'role model'
- To motivate and work with all stakeholders to create a shared culture, ethos and positive climate
- To encourage creativity, innovation, and the use of appropriate new technologies in the pursuit of excellence
- Inspire good working relationships and effective communication among staff to ensure the School delivers to the highest standards
- To ensure that strategic planning takes account of the diversity, values and experience of the school and local and wider community
- Maintain a highly visible presence throughout the School ensuring continuous interaction with children and staff
- To work with the commercial team to ensure that strong relationships are developed with Local Authorities that will generate confidence in the school and lead to referrals and placements.
- To be responsible for ensuring that the school consistently meets and exceeds budget expectations.

Managing, Teaching and Learning

- To ensure a consistent and continuous school-wide focus on children's achievements, using data and benchmarks to monitor progress in every child's learning
- To ensure that learning is at the centre of strategic planning and resource management
- To develop creative, responsive and effective approaches to learning and teaching
- To ensure a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning
- To demonstrate and articulate high expectations, and to set challenging targets for the whole school community
- To implement strategies which secure high standards of behaviour and attendance within the school
- To encourage the developing use of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and to promote improvement strategies

- To challenge underperformance at all levels and to ensure effective, corrective action and follow-up
- In conjunction with the School Leadership Team, devise and implement a diverse, flexible and creative curriculum for the School taking into account children's experience, interests, aptitudes and needs as well as implementing an effective assessment framework.
- To monitor, evaluate and support teaching staff to ensure that standards of teaching and learning throughout the School are as a minimum 'good' and ideally 'outstanding' whilst also ensuring that each child's progress is consistent and of a high standard

Staff Development, Appraisal & Training

- In conjunction with the Group's HR management, develop and maintain effective and rigorous strategies and procedures for staff induction, professional development and performance review/supervision
- Develop an ethos which encourages and nurtures collaboration, innovation, individual and team creativity, and a culture of high expectations for all
- To ensure relevant training (statutory and non-statutory) is undertaken by all education staff and contribute to ensuring the highest levels of training are maintained at all times
- To develop and maintain a culture of high expectations, for self and others, and to take appropriate action when performance is unsatisfactory
- To treat people fairly, with both dignity and respect, so as to create and maintain a positive school culture

School Management

- In conjunction with the Kedleston Executive and Management Team, work to formulate the School Visions, Aims, Objectives and policies and then translate the Vision into agreed objectives and operational plans
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- To produce, and implement, clear evidence-based improvement plans and policies for the development of the school and its facilities
- To ensure that, within your own school context, policies and practices take account of national and local circumstances, policies and initiatives
- To manage the school's financial and human resources effectively and efficiently, in order to achieve the school's educational goals and priorities
- To recruit, retain and deploy staff appropriately, and to manage their workload, so as to achieve the vision and goals of the school
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed, to improve the quality of education for all pupils, and provide value for money

- To use and integrate a range of technologies, effectively and efficiently, to manage the school
- To develop effective communication and teambuilding strategies that ensure the education team work consistently as a team.

Accountability

- Account for the efficiency and effectiveness of the School to the Executive Directors and the Kedleston Management Team
- Develop and nurture a School Ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through robust performance management.
- Ensure that the financial and infrastructure resources of the School are effective, properly maintained, managed and reported
- To develop and present a coherent, understandable and accurate account of the school's performance through robust governance reporting in accordance with the Kedleston Group policies and procedures. This to recognize all internal and external stakeholders, such as the Kedleston Board of Directors, parents, carers and Local Authorities

Strengthening Community

- Collaborate with parents, carers, Local Authorities and other agencies to ensure the School meets the wider needs of its pupils and the local community
- Ensure regular communication occurs with parents and carers on pupil performance. Ensure the School works in partnership with them to maximize individual potential and where problems are identified, ensure the School works towards resolution
- Work proactively to maintain effective relationships with the immediate neighbours and wider community promoting and representing the School positively.
- Seek opportunities to invite parents and carers, community figures, business or other organisations into the School to enhance and enrich the School and its value to the wider community
- Create and promote positive strategies for challenging racial and other prejudice

Safeguarding

- To be the Designated Safeguarding Lead for the school, attending such Local Authority and internal training as is necessary to be recognised as such and to carry out the role effectively
- Monitor the consistent development and delivery of policy and operational practice across the school, ensuring the safety, health and welfare of staff and young people is always to the fore
- Work proactively with the relevant agencies in dealing with all Safeguarding issues to ensure the School's children are protected to the highest standards
- Work proactively with the Group's Safeguarding Lead to ensure the School's safeguarding practices are always up to date

Strategic Planning

- Develop a robust and balanced curriculum for the School that recognises and maximises the ability and interest of the children at KS2, KS3 and KS4 level as well as offering diversity of provision to Local Authorities

Personal Training & Development

- Participate in arrangements for your own induction, supervision, training and development
- Undertake any qualifications deemed necessary by the Executive Headteacher (London and South) to fulfil the requirements of the post

Other Ad-hoc Duties

- To complete other duties as necessary to ensure the continued success of the Kedleston Group

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Group