

## Headteacher Job Description and Person Specification

The role of the Headteacher is to provide strategic leadership and professional management for HHS. This will secure success and improvement for the school; ensure high quality education and personalised learning for all its pupils and high standards and achievement in all areas of the school’s work. The trustees will expect the Headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in education.

| JOB DESCRIPTION   | ATTRIBUTES REQUIRED  |
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| <p><b>A . Shaping the Future</b></p> <p>Critical to the role of the Headteacher at our school is working with the trustees and others to further develop a shared strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.</p>  | <p>A1. Able to build a coherent vision of excellence for the school and has the ability to work steadily towards this goal. (A, I)</p> <p>A2. Proven experience of raising standards of achievement in an SEN setting. (A, I)</p> <p>A3. An inspirational leader, able to motivate and empower all staff and pupils (I)</p> <p>A4. Able to make difficult decisions and follow them through. (I)</p> <p>A5. A determination to raise standards across the school and ability to do so effectively. (I)</p> <p>A6. Has excellent oral and written communication skills and excellent listening skills. (A, I)</p> <p>A7. Has experience of strategy formation and implementation at leadership level in an appropriate setting. (A, I)</p>  |
| <p><b>B. Leading Teaching and Learning</b></p> <p>To ensure a broad and balanced curriculum is provided which develops the whole child and sets high expectations so that pupils achieve their maximum potential. To lead and challenge a team to ensure that excellent teaching and learning is provided. The Headteacher will utilise and further develop current strategic partnerships and also establish and develop new ones.</p> | <p>B1. Experience of establishing and developing a range of successful strategic partnerships (A, I)</p> <p>B2. Substantial recent senior leadership experience in an appropriate school or similar setting. (A, I)</p> <p>B3. Has an extensive understanding of current and future curriculum developments across all key stages. (I)</p> <p>B4. Has in-depth knowledge of excellence in SEN teaching practice, including appropriate teaching and learning styles. (I)</p> <p>B5. Substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership. (A, I)</p> <p>B6. Can make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside the school. (I)</p> <p>B7. Understands school self-evaluation and its link with school improvement and OFSTED inspection processes. (I)</p> |

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|  | <p>B8. Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example. (I)</p> <p>B9. Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches to enrich the cultural experiences of all pupils. (I)</p> <p>B10. Is committed to personalised learning approaches, in order to ensure success for every child. (I)</p> <p>B11. Has experience of monitoring practice to ensure that devolved responsibilities are being carried out in order to improve the quality of teaching and learning across the school (A, I)</p>   |
| <p><b>C. Developing Self and Working with Others</b></p> <p>To work with and through others, including our trustees, pupils, staff, parents and other members of the community to build a professional learning environment, which enables all to achieve.</p>   | <p>C1. Is a qualified teacher. (A)</p> <p>C2. Is able to demonstrate evidence of own continuing professional development, including leadership development, and is committed to learning, listening and reflecting. (A, I, R)</p> <p>C3. Treats people fairly, equitably and with dignity to create and maintain a positive school ethos. (I, R)</p> <p>C4. Able to promote team and individual working to motivate staff to achieve excellent outcomes for pupils, as appropriate to fulfil school objectives. (I)</p> <p>C5. Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement (I, R)</p> <p>C6. Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for school improvement. (A, I, R)</p> <p>C7. Able to balance work and personal life and is considerate of the well-being of others. (I, R)</p> |
| <p><b>D. Managing and Leading the Organisation</b></p> <p>To provide effective organisation and management for HHS, and to lead and seek ways of improving organisational structures and functions. Ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring</p> | <p>D1. Able to plan strategically and operationally, allocate resources effectively and evaluate impact (I)</p> <p>D2. Experience of working on and reviewing the performance of staff through rigorous appraisal and performance management systems. (I)</p> <p>D3. Manage financial and human resources effectively and efficiently (A, I, R)</p> <p>D4. Able to create and promote a positive and inclusive school ethos (I)</p> <p>D5. Able to identify successes and failures, and positively embrace change to secure continuous school improvement. (I)</p>  |

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| <p>value for money through effective performance management.</p>  | <p>D6. Prepared to provide challenge to established ways of working in order to move the school forward. (A, I)<br/>                 D7. Has experience of leading or participating in the implementation of school or national initiatives. (A, I)<br/>                 D9. Able to demonstrate commercial acumen and understands the principles of best value.(I)</p>  |
| <p><b>E. Securing Accountability</b></p> <p>The Headteacher of HHS will have a professional responsibility to the whole school community. The Headteacher is also legally and contractually accountable to the trustees for the school, its environment and all its work. Additionally, the Headteacher is responsible for ensuring collective responsibility in order that all members of the school community accept they are accountable for the contribution they make to school outcomes</p> | <p>E1. Ability to undertake robust school self-evaluation and use the outcomes to improve children’s achievements (A, I)<br/>                 E2. Experience of establishing clear policies and practice throughout the school and implementing procedures to monitor and evaluate their impact. (I)<br/>                 E3. Experience of presenting a clear account of the school’s performance to all members of the school community e.g. Trustees, parents, staff and others to enable them to fulfil their responsibilities. (I)<br/>                 E4. Use of a range of evidence including performance data and external evaluations to improve aspects of school life including challenging poor performance (A, I)<br/>                 E5. Understands the need to maintain a safe and healthy environment for all users of the school. (I)<br/>                 E6. Understands the Headteacher’s responsibilities for safeguarding and equalities. (I)</p> |
| <p><b>F. Strengthening Community through Collaboration</b></p> <p>To engage with the internal and external school community, thus modelling the principles of equity and entitlement. To encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely. To ensure the school seeks creative ways to support</p>  | <p>F1. Experience of networking and working collaboratively with other schools and education providers, agencies, the wider community, multi-faith communities and businesses and involving them in enriching the learning experience of pupils. (A, I, R)<br/>                 F2. Ability to engage in a partnership with parents and carers, to enhance children’s enjoyment, wellbeing, achievement and personal development. (I)</p>  |

**Attributes measured by: A – Application; I – Interview; R - Reference**