

BRAYS SCHOOL
JOB DESCRIPTION
Head Teacher and
Designated Safeguarding Lead

Job Purpose:

To provide professional leadership, strategic direction and management for Brays School building a strong foundation to drive forward all aspects of school, standards and quality.

- To be a visionary leader.
- To continually raise standards for all across the school.
- To deliver a continuous programme of development.
- To keep sound sustainable fiscal management of the school budget
- To act with and for the Trust and ensure all things related to statutory compliance is in place
- To work in the interests of the Trust, sharing and promoting its vision and values

Core Purpose:

The core purpose of this role is to provide professional leadership, strategic direction and management in order to ensure the School's continued success. To achieve this, the Head Teacher will work in partnership with staff, Trust, governors, parents, children and the wider School community and agencies to:

- Inspire the whole School community and effectively provide vision, leadership and direction.
- Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- Promote excellence, equality and high expectations of staff and pupils and carry out day to day management of the School including statutory compliance.
- Evaluate the School's performance and identify priorities for continuous development.
- Deploy resources to achieve the School's aims and priorities within the limits of the School budget.

Key Areas: Strategic direction and shaping the future:

- Ensure that the School's agreed mission statement and aims are at the centre of everything it does and is clearly articulated, shared, understood and acted on effectively by all.
- Work with and advise the local governing body on the formulation and implementation of policies, and to attend meetings of the local governing body and its committees as required.
- Drawing on experience and best practice, work together with the local governing body, senior management team and staff to create and implement a strategic development plan underpinned by sound financial planning.
- Monitor and evaluate the effects of policies, performance and practice, taking appropriate action to secure continuous development.
- Be outward looking to ensure that governors and senior staff are well informed about current and innovative educational thinking and developments in order to ensure the School is well placed to make decisions in the best interests of its future development.

Leadership and Management:

- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

- Maximise the contribution of all staff and develop a performance culture which supports the best possible outcomes for children.
- Develop constructive working relationships with trustees, governors, staff, children, parents and external partners alike.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner that is consistent with their terms and conditions of employment.
- Implement and maintain effective systems for performance management, lead continual professional development (CPD) of staff.
- Arrange for the Deputy Head Teacher or other suitable person to assume responsibility for the discharge of the Head Teacher's duties at any time when absent from School.
- Work closely with the School Business Manager to manage the financial resources effectively and efficiently to achieve educational goals and priorities.
- Work with the Trust, governing body and senior leadership team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Work with the senior management team to deploy all staff effectively in order to ensure the highest quality of education provided.
- Work closely with the site staff and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the School.

Leading teaching and learning:

- Ensure that learning is at the centre of strategic planning and resource management.
- Work with the senior leadership team to secure and sustain outstanding teaching and learning throughout the School employing a robust system of monitoring, evaluation and review supported by high quality CPD.
- Create a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning.
- Ensure that school resources are effectively targeted to ensure all groups of children achieve well.
- In collaboration with the governing body and staff, to be responsible for determining, organising, implementing and monitoring the curriculum and its assessment to ensure that they meet with statutory requirements; are relevant to the needs of all children; fulfil the schools duties under Standards and Framework Act 1998 and any subsequent revisions in relation to the National Curriculum.
- Ensure that there is a robust system of assessment of children's achievement and that there is an effective, accurate method of reporting to parents which ensures parents are well informed about their child's attainment and progress and how they can support this at home.
- Maintain the principles of assessment for learning and effective use of children's data, in order to set challenging yet realistic targets for all children.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children.
- Determine and implement policies which promote self-discipline and regard for authority and the law; good conduct and behaviour; positive strategies for developing equality in the community; positive strategies and programmes for children's support and clear guidance on exclusions and other disciplinary matters.
- Develop effective links with the community to enhance teaching and learning.

Developing self and working with others:

- Regularly review own practice, set personal targets, and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive culture across the School.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Develop an excellent working relationship with the Trust, Chair of Governors and senior leadership team, engaging regularly in open discussion.
- Motivate and inspire the governors and the whole staff team, developing excellent, professional working relationships.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Foster excellent relationships with local and national professional partners in order that children and staff may benefit from the development they offer.

Securing accountability:

- Create and develop an organisation in which all the members of the School recognise that they are accountable for the success of the School.
- Present a coherent and accurate account of the School's performance in a form appropriate to the range of audiences, including governors, staff, parents, Ofsted, DfE and others to enable them to play their part effectively.
- Work with the governing body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Co-operate and work with relevant agencies to safeguard children.
- Carryout any such duties as maybe reasonably required by the governing body.

Strengthening community:

- Collaborate with the diverse community and other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Ensure learning experiences for children are integrated with the local and wider communities.
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the School and its value to the wider community.
- Co-operate and work with relevant agencies to protect children and young people.

Head Teacher Standards:

- Fulfil all aspects of the Head Teacher standards
- Uphold the Nolan Principles for those holding public office.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS Education, training and qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Demonstrable commitment to continuing professional development. 	<ul style="list-style-type: none"> • Educational Management training or qualification • NPQH or working towards NPQH
EXPERIENCE Recent and successful experience of:	<ul style="list-style-type: none"> • Successful leadership experience in a special needs environment • Experience of working with and teaching pupils with complex needs including those with autism • Experience of successfully leading and managing whole school change initiatives • Successful experience of raising achievement • Successful experience of monitoring and evaluating teaching and learning. • Successful experience of developing relationships with professional partners outside the School and relationships within the wider community. 	<ul style="list-style-type: none"> • Successful experience of leadership in a Primary Provision • Experience of a range of responsibilities covering different aspects of school life which have demonstrable outcomes for children • Experience of managing budgets successfully. Experience of managing multi-faceted provision

<p>KNOWLEDGE Understanding of:</p>	<ul style="list-style-type: none"> • Knowledge of relevant statutory requirements relating to schools. • Sound up to date knowledge of developments in education, teaching and learning and best practice. • Understanding of how high-quality performance management for all staff is linked to School improvement. • Up to date knowledge and experience of safeguarding requirements and an ability to put this into practice. • Understanding of equal opportunities and able to put this into practice including the need to prepare pupils for life in a multicultural society. • Knowledge of the principles of financial management • Basic knowledge of health and safety and employment law. 	<ul style="list-style-type: none"> • Strategies for raising standards of achievement of all children including those with ASD, MLD and complex needs. • Strategies to develop collaborative work with other schools.
<p>PROFESSIONAL SKILLS Ability to:</p>	<ul style="list-style-type: none"> • To think strategically and develop vision for the School. • To create and implement a strategic School plan reflecting appropriate priorities. • To set monitor and evaluate targets. • To monitor and evaluate the performance and progress of the School, in particular standards, achievement and the quality of teaching and learning. • To provide a sense of community in School where each individual is valued and respected. • To develop and promote a positive image of the School. 	<ul style="list-style-type: none"> • To use resources cost effectively and apply best value. • Foster links with other schools • Manage outreach service to other schools • Input and manage development of new facilities. • Work effectively within a special school cluster

	<ul style="list-style-type: none"> • To make decisions, often under pressure and to tight deadlines. • High standard of written communication skills • To communicate clearly and persuasively with people at all levels. • To manage and motivate individuals and teams to achieve high standards of performance. • To manage conflict effectively • To develop and maintain collaborative relationships with a wide range of agencies and individuals. 	
PERSONAL ATTRIBUTES Evidence of:	<ul style="list-style-type: none"> • To command credibility and respect from all members of the School community. • Ability to build and maintain effective professional relationships with children, staff, Trustees, governors, parents and the wider community. • Commitment to valuing diversity • Emotional resilience and a sense of humour. • Able to adapt to changing circumstances and new ideas. • To be an inspiring role model for staff and children • Able to achieve challenging professional goals 	

OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure and Barring Service Check • Satisfactory References • Satisfactory statutory employment checks 	
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