Headteacher
Job Description

Castles.

Salary:

Contract type: Full time, permanent

Reporting to: Proprietors

Our Vision: We change lives for the better through personalised learning, nurture and preparation for life.

Our Values: HIGH EXPECTATIONS, UNDERSTANDING, POSITIVITY, RESPECT, EQUITY

Main purpose

You will be responsible for providing the leadership and management of Castles Education in line with the school's vision and values. You will be responsible for strategy and school development, in consultation with the Proprietors.

Duties and responsibilities

Leadership and management

- Manage senior leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources according to parameters agreed with the Proprietors
- Implement the school's appraisal policy and other management processes and systems
- Support the implementation of school policies
- Undertake self-evaluation and school improvement planning to improve areas of weakness in the school, in line with the current school improvement process
- Continue to promote and develop the school culture incorporating trauma-informed practice, nurture, restorative practice and personalisation
- Support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the HR Manager
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- Manage relationships with senior staff at Local Authorities and work with them strategically.

Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils.
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Special Needs

- Develop strategies, policies and procedures which ensure that each pupils' individual needs are addressed and their EHCP targets are met
- Develop teaching so that it meets the needs of and is personalised to all pupils
- Ensure that requirements set by clients (Local Authorities placing pupils at the school) are complied with.

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Communication

- Work with the Proprietors (and potentially the Governing Body) to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the school and share this with colleagues
- Attend any relevant local governing body and/or meetings with the Proprietors
- Contribute to reports to the Proprietors or Governing Body as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources
- Manage contractual arrangements with clients and suppliers.

Other areas of responsibility

The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder will be expected to do other duties appropriate to the level of the role, as directed by the Proprietors.