

## Head Teacher Job Description

**Responsible to:** Trustees

**Salary:** L17 – L19 plus on call allowance £8,000

### **Main Purpose :**

- To provide inspiring, professional and purposeful leadership for the school and college which secures its success and improvement, ensuring high quality education and residential care for all its students and high standards of learning, independence, achievement and preparation for life beyond school.
- To be responsible to the Trustees for the overall management and administration within the legal framework set by Companies House, the Charity Commission, DfE and other statutory bodies.

### **Main Responsibilities:**

#### **1. Strategic Leadership**

- Inspire, challenge, motivate and empower colleagues and students to achieve their potential.
- Work in partnership with the Trustees, Governors, staff and parents to generate the ethos and values which will underpin the school and college and to develop a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school and college improvement.
- Listen and respond to the contributions of others and integrate team ideas into effective working solutions.
- Monitor and evaluate the performance of the school and college against that of other similar organisations and report outcomes to the Trustees and Governors.
- Ensure that management, finances, organisation and administration of the school and college supports its vision and aims.
- Ensure that policies and practices take account of national, school and college data, inspection and research findings.
- Monitor, evaluate and review the impact of policies, priorities and performance of the school and college in practice and take appropriate action.
- Ensure and promote the safeguarding and welfare of children and young people within the school and college.
- Ensure that all those involved in the school and college are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure educational success.
- Oversee the recruitment of new students including liaison with representatives from Local Authorities and the promotion and representation of the school and college within the local and wider communities.

#### **2. Teaching and learning**

- Establish and maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor an appropriate curriculum relevant to the needs and abilities of all students and ensure that statutory requirements are met.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all students; acknowledge excellence and challenge poor performance.

- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- Implement strategies to promote diversity and to ensure inclusion, access and equality of opportunity for all members of the school and college community.
- Determine, organise and implement a policy for the spiritual, moral, social and cultural development of students and their personal and health education.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Maintain effective partnerships with parents, carers and the wider community to support and improve students' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school and college.

### **3. Residential care**

- To line manage the Residential Manager
- The Head Teacher should be able to maintain emergency call-out availability and fulfil two night on-call duties each week.
- Lead and support the Residential Manager, to ensure that all minimum standards (as specified in 'National Minimum Standards for Residential Special Schools' DfE) are met, and that the quality of residential care is continually improving to maintain the 'outstanding' provision, as measured by Ofsted inspections
- To ensure that a strategy for residential care which responds flexibly to known and anticipated variables, and which recognises both social and clinical models of care is developed and delivered
- To develop and sustain a culture of excellence and continuous improvement in the residential provision by ensuring effective management, organisation, delivery and quality of all residential services and activities

### **4. Leading and Managing Staff**

- Lead by example through modelling high standards of professional conduct and presentation and demonstrating high standards of personal expertise and commitment.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Motivate and enable all staff to carry out their respective roles to the highest standards through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation.
- Demonstrate a commitment to staff development and promote the relationship between self-evaluation, continuing professional development and sustained school improvement.
- Establish an effective and robust system of performance management which links to the school development plan and personal and professional targets.
- Ensure that all professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers and Care Standards.
- Deal successfully with situations that may include change and / or conflict resolution.
- Ensure that a suitable person assumes responsibility for the discharge of the Head Teacher's function at any time when they are absent.
- Continue the development of good working relationships with Trustees, Governors, staff, students, parents/carers, Local Authorities and the community.

### **5. Deployment of Staff and Resources**

- Manage the school and college efficiently and effectively; delegate management tasks and monitor their implementation.

- To work with Trustees to recruit and retain staff of the highest calibre in order to improve the quality of education and care and raise standards for all students.
- Set appropriate priorities for local expenditure, allocate funds and ensure effective administration and control in line with the aims of the school and college and the priorities within the school development plan.
- Think creatively to anticipate and solve problems.
- Establish and sustain appropriate structures and systems, adapting to changing requirements and resources to maintain and improve the quality of educational and residential provision.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education and residential care, improve students' achievements, ensure efficiency and secure value for money.

## **6. Accountability**

- Collect and use a variety of data to understand the strengths and weaknesses of the school and college in order to promote achievement and accountability for student learning.
- Combine the outcomes of regular school and college self-review with external evaluations in order to further develop and improve school, college and residential provision.
- Develop an organisation in which all the staff recognise that they are accountable for the success of the school and college.
- Present a coherent and accurate account of the school and college's performance in a form appropriate to the range of audiences, including trustees and governors, Local Authorities, Ofsted, DfE and others to enable them to play their part effectively.
- Ensure that parents / carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make to the success of the school and college.
- Provide information, objective advice and support to the Trustees and Governors to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Trustees and Governors.

## **Main Tasks**

- To have oversight of the day to day running of the school and college and have oversight of the residential provision
- As a member of the Leadership Team to contribute to the strategic direction of Hamilton Lodge School & College
- To be a member of the Governing Body
- To be a member of the Health and Safety Committee
- To manage the local school's budget
- To ensure effective teaching and learning across school and college alongside the Deputy Head
- To co-ordinate the curriculum and manage the subject teams on a day to day basis with the Deputy Head
- To jointly develop and provide a broad and balanced curriculum which reflects national trends and meets the specific demands of the school/college population with the Deputy Head
- To co-ordinate transition planning for school / college leavers
- To jointly manage the school and college with the other members of the Leadership Team and Trustees' Bursar

- To act as cover for on call duties
- To adhere to Teachers' Standards as issued by the Department for Education
- To be, along with the Residential Manager (DLS) and Deputy Head, the Deputy designated person for Child Protection and Safeguarding for HLSC. (DDSL)
- To maintain adequate Child Protection records
- To ensure that new and existing staff are trained in the organisations safeguarding procedures
- To carry out the duties of the SENDCo
- To lead the team admin team comprising receptionists and PA roles

### **Key Accountabilities**

- To manage caterers and where appropriate, with the Residential Manager To assist with the appointment and induction of new staff
- The management of school/college departments through the line management structure
- Monitor the provision of support to staff and students including concern for their health and safety
- The monitoring and evaluation of schemes of work and their delivery
- The implementation, monitoring and evaluation of relevant school/college and curriculum policies
- To arrange, attend and contribute to outside agencies, team and school/college staff meetings
- To organise and deliver relevant training and professional development
- To play an active and pro-active role in the development of the school and college, including contributing to the Hamilton Lodge improvement plan and long term planning
- To work with the Deputy Head to collate and analyse data relating to individual student progress and achievement
- To assist with student management at lunch times in conjunction with other senior members of staff
- To take responsibility for ensuring a safe, stimulating and pleasant learning environment
- To work with the Deputy Head and Deaf Support Manager to produce an effective teaching timetable including learning support
- To support and contribute to the annual review processes and to chair some review meetings
- To manage the relevant departmental budgets
- To ensure the right channels of communication are used to convey information
- To foster positive and professional working relationships
- To maintain confidentiality regarding school/college, staff or personnel issues
- To participate in professional development activities in accordance with performance management/appraisal, team and whole school processes
- To liaise with the Deputy Head to ensure appropriate and differentiated student management
- To undertake lesson observations - making judgements and giving advice to teachers / teaching assistants / student support workers.
- To co-ordinate curriculum delivery across the school and college
- To support students who are receiving part of their education off site, by working with them in the external locations

### **Whole School Leadership**

- Be an active member of the School Leadership Team and attend and lead operational meetings
- Lead whole school development planning, improvement, evaluation and review
- Attend major school functions when required as a member of the Leadership Group

- Provide leadership, guidance and line management for school and college staff
- Provide leadership and guidance for other staff in areas relating to the postholder's skills, expertise and professional knowledge

#### **Report to Governing Body and Board of Trustees**

- To be a member of the Governing Body
- Report to the Governing Body regarding the School and College's compliance with the OFSTED and NMS Standards
- Prepare reports for Trustees as requested

#### **General terms:**

- To be an active BSL communicator or to participate in ongoing BSL learning
- If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of learners in the school, they must report any concerns to the Designated Safeguarding Lead or a member of the safeguarding team.
- Evaluate own performance critically and strive for continual improvement
- Select and make use of a variety of resources, including ICT to manage workload effectively
- Maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information
- Undertake training and development activities
- Establish constructive relationships and communicate with other staff and external agencies
- Play a full part in the life of the school community, supporting the ethos, rules and regulations
- To carry out additional duties in line with purpose of role, as requested by the Trustees.
- To work in any location required to fulfil the functions of the Trust
- This Job Description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.
- This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

After review:

|                     |      |
|---------------------|------|
| Signature           | Date |
| Trustee's signature | Date |