



Job Description & Person Specification

Head Teacher – Hawthorns School

Job Description

Job Title:	Head Teacher
Pay Grade / Scale / Range:	L23 – L27
Benefits & Perks:	TOIL scheme, Occupational Pension, Occupational Sickness, Westfield Health Scheme
Working hours:	Hours in accordance with School teachers' pay and conditions document
Location:	Initially based at Hawthorns School but all staff are required to work at any site of the New Bridge MAT if operationally needed
Staff responsible to:	Chief Executive Officer
Staff responsible for:	Staff within Hawthorns School
Probationary period:	Not applicable

Hawthorns School

Head Teacher

Job Purpose

- To provide inspirational and professional leadership to staff which secures an outstanding education for students at Hawthorns School
- To work in partnership as a lead member or attendee at local governing board / Trustee meetings and with other stakeholders to fulfil the aims of the school
- To further develop and promote the work of Hawthorns School and demonstrate a strong knowledge of the wider educational system.
- To lead and contribute to the school led system

Key Tasks

Teaching and learning

1. Have a proven track record of outstanding teaching which clearly reflects current thinking
2. Ensure a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress
3. Ensure that personalised learning is at the centre of strategic planning and resource management
4. Ensure a culture and ethos of challenge and support, where all our young people can achieve success and become engaged in their own learning
5. Demonstrate and articulate high expectations and set challenging targets
6. Implement strategies which secure high standards of behaviour and attendance
7. Shape, organise and implement a diverse curriculum and liaise with senior colleagues on the assessment framework
8. Monitor, evaluate and review classroom practice and promote improvement strategies
9. Challenge under-performance at all levels and ensure effective follow-up

Shaping the future

10. Be responsible for ensuring the highest priority is given to safeguarding and promoting the welfare of our young people and staff in the school
11. Ensure that the financial resources of the school are fully exploited to best raise the standards for our young people. This includes setting the budget, budget monitoring and budget reconciliation.
12. Work with the community to translate the school's vision into agreed operational plans which will promote and sustain school improvement

13. Oversee the line management of all school staff on a day-to-day basis
14. Be responsible for the performance management and development of teachers in the school
15. Ensure the school's vision is clearly articulated, shared, understood and implemented
16. Demonstrate the vision and the values in everyday work practice
17. Motivate and work with others to create a shared culture and positive atmosphere
18. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
19. Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation
20. Research and keep abreast of current initiatives and analyse appropriate implementation when it is for the benefit for the young people within the school

Communication and relationships

21. Build a collaborative learning culture within the school and actively engage with other schools, particularly within a partnership, to build an effective learning community
22. Implement the agreed policies for staff induction, professional development and performance review
23. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
24. Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory
25. Review own practice regularly, setting personal targets and taking responsibility for own personal development

Managing the school

26. In partnership with the Executive Team, produce clear, evidence-based improvement plans for the development of the school and its facilities
27. Be responsible to recruit, retain and deploy staff in line with safeguarding procedures
28. Appropriately manage the workload of staff to achieve the vision of the school
29. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
30. Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

Strengthening the community

31. Build a culture and curriculum which considers the richness and diversity of the local community
32. Ensure learning experiences for our young people are linked into and integrated with the wider community
33. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of our young people and their families in partnership with key colleagues
34. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development particularly attendance
35. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
36. Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools and promoting innovative initiatives
37. Co-operate and work with relevant agencies to protect and safeguard the welfare of our young people

Securing accountability

38. Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
39. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
40. Work with the local governing board to enable it to meet its responsibilities
41. Be responsible to develop and present a coherent, understandable and accurate account of the performance of the school with particular reference to the experience of our young people to a range of audiences, governors, parents and carers
42. Reflect on personal contribution to school achievements and take account of feedback from others

Generic Duties

1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
2. Contribute to the overall work and ethos of the organisation.
3. Attend and participate in meetings as required.
4. Improve own practice through training, observation, evaluation and discussion with colleagues.
5. Recognise own strengths and areas of expertise and use them to support others.
6. To work across the New Bridge MAT if required.
7. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
8. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
9. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
10. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Staff, external agencies and visitors to the site.

Responsible to: Chief Executive Officer

Responsible for: Staff at Hawthorns School

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	November 2023	Clare John Simon Smith	CEO Executive Director - HR

PERSON SPECIFICATION

PLEASE NOTE: Governors/Trustees will use the criteria below (**those emboldened**) to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Trustees satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Qualified teacher status		AF / I
	Evidence of continuing professional development as a school leader		AF / I
Experience & Knowledge	Experience of Headship or Deputy Headship within a SEN school OR Experience of Headship within a mainstream school	Experience of working with children with SEND who are working at a primary level	AF/I
	Experience of strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary		AF / I
	Experience of successfully leading and supporting school improvement priorities/outcomes and understanding of the Ofsted framework		AF / I
	Experience of implementing strategies for raising children's progress and achievement		AF / I
	Experience of dealing with child protection and safeguarding issues		AF / I
	Experience of implementing strategies for improving behaviour		AF / I
	Experience of raising teaching standards through effective support and CPD		AF / I

	Experience of planning, monitoring and implementation of a differentiated curriculum		AF / I
	Experience of budget responsibility including project costing and budgetary management		AF / I
	Experience of working with school governance		AF / I
	Experience of developing business planning and managing the introduction of new initiatives – and in particular asset development / school buildings projects		AF / I
Skills & Abilities	Ability to advise on funding and grant opportunities for the school		AF / I
	Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required		AF / I
	Ability to create and secure commitment to a clear vision for an effective school		AF / I
	Ability to set high expectations and standards, and provide a role model for children and staff		AF / I
	Ability to prioritise, plan and organise the work of the school		AF / I
	Ability to devolve responsibilities, allowing staff the freedom to act within a defined framework		AF / I
	Ability to monitor practice to ensure that devolved responsibilities are being carried out		AF / I

	<p>Ability to work effectively in partnership with parents and governors and the wider community</p> <p>Ability to analyse, interpret and understand relevant data and information from both within and outside school</p> <p>Ability to communicate to a range of audiences</p> <p>Ability to chair and contribute to meetings effectively</p> <p>Ability to prioritise and manage one's own time effectively and work consistently to deadlines</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>Commitment to personal development</p> <p>To be punctual and have regular attendance</p> <p>The post holder must be willing and able to work flexibly as may be required</p> <p>Own transport to travel and work at any within the New Bridge MAT as may be required</p> <p>Occasional out of hours working to support school functions or evening meetings</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview