



**Job Description - Head Teacher**  
**High Point Academy**  
**Salary Range: Leadership points L21-L27**

**Job Purpose:**

To provide professional leadership, strategic direction, and management for High Point Academy, as a part of the Forward Education Trust school community, building on the strong foundations that are in place in order to maintain and further improve all aspects of school, standards and quality.

- To be a visionary leader.
- To continually raise expectations and standards for all across the school.
- To deliver a continuous programme of staff development and our ambitious curriculum.
- 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 to ensure the school's continued success. To achieve this, the Head Teacher will work in partnership with staff, Trust, 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, plan and implement school improvements.
- Deploy resources to achieve the aims and priorities within the limits of the school budget.
- As a Senior Leader within Forward Education Trust, promote the Trust's values effectively to the purposes of the Trust, in conjunction with Trust and other school leaders.

**Key Areas: Strategic direction and shaping the future:**

- Ensure that the vision for the school and aims are at the centre of everything it does and is clearly articulated, shared, understood, and acted on effectively by all.
- Work with the local governance arrangements to fulfil the purpose of supporting the school.
- Drawing on experience and best practice, work together with the Trust, and staff to create and implement a strategic improvement plan underpinned by sound financial planning.
- Monitor and evaluate the effects of policies, performance and practice, taking appropriate action to secure continuous improvement.
- Be outward looking to ensure being 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 in conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Ensure that the school is a safe environment and that there is an effective safeguarding culture, including demonstrating compliance to Trust and national expectations.
- Maximize the contribution of all staff and develop a performance culture which supports the best possible outcomes for children.
- 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 and demonstrate effective approaches to reducing workload.
- Work closely with the Trust to manage the financial resources effectively and efficiently to achieve educational goals and priorities.
- Work with the school leadership team to oversee an effective admissions process for new pupils, ensuring appropriateness of placement and effective induction procedures.
- Support child and families around effective transition to the next stage of education and/or adult life.
- Work with the Trust and school leadership team to recruit staff of the highest quality, complying at all times with safer recruitment practice.
- Work with the school leadership 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 school's 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, that additional needs are addressed and there are high aspirations for all our pupils.
- In collaboration with the Trust and staff team, 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 school's duties under Standards and Framework Act 1998 and any subsequent revisions in relation to the National Curriculum. that aligns with the expectations of the Trust and that there is an effective, accurate method of reporting to parents they can support this at home.

- ➤ Ensure that pupils are used to inform individual targets and are regularly reviewed in line with Trust and Local Authority expectations.
- 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 programs for children's support 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 LAC and school leadership team, engaging regularly in open discussion.
- Motivate and inspire the LAC and the whole staff team, developing excellent, professional working relationships.
- Build a collaborative learning culture within the school and actively engage with other schools across the Trust and beyond 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 Trustees, staff, parents, Ofsted, DfE and others to enable them to play their part effectively.
- Work with the LAC, 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.
- Carry out any such duties as may be reasonably required by the Trust.

- **Strengthening community:**
  - Collaborate with diverse communities 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.

<b>HEAD TEACHER FOR HIGH POINT ACADEMY - PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>QUALIFICATIONS</b></p> <p>Education, training and qualifications</p>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Demonstrable commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Leadership training or qualification (NPQH or working towards NPQH)</li> </ul>
<p><b>EXPERIENCE</b></p> <p>Recent and successful experience of:</p>	<ul style="list-style-type: none"> <li>• Substantial successful leadership experience as Head of School or Deputy Headteacher or similar in a SEND or highly inclusive environment (primary, secondary or all-through)</li> <li>• Experience of successful teaching in a special school environment (primary, secondary or all-through)</li> <li>• Successful experience of implementing whole school improvements.</li> <li>• Experience of having had a positive impact on the culture of a school</li> <li>• Successful experience of monitoring and evaluating teaching and learning and of demonstrating impact on pupil outcomes.</li> <li>• Successful experience of developing relationships with professional partners outside the school and relationships within the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial successful leadership experience as Headteacher</li> <li>• Experience of a range of responsibilities covering different aspects of school life which have demonstrable outcomes for children.</li> <li>• Experience of managing budgets successfully.</li> <li>• Experience of managing multi-faceted provision</li> <li>• Experience of acting as DSL for groups of pupils with additional needs.</li> </ul>

<p><b>KNOWLEDGE</b></p> <p>Understanding of:</p>	<ul style="list-style-type: none"> <li>• The local environment within which the school operates.</li> <li>• Relevant statutory requirements relating to special schools.</li> <li>• Sound up to date knowledge of developments in education, teaching and learning and best practice.</li> <li>• How high-quality performance management for all staff is linked to School improvement.</li> <li>• Up to date knowledge and experience of safeguarding requirements and an ability to put this into practice.</li> <li>• Equal opportunities and able to put this into practice including the need to prepare pupils for life in a multicultural society.</li> <li>• Knowledge of the principles of financial management in schools. Basic knowledge of health and safety and employment law.</li> </ul>	<ul style="list-style-type: none"> <li>• National developments in the education of all children including those with Autism, SEMH and complex needs.</li> <li>• Strategies to develop collaborative work with other schools.</li> </ul>
<p><b>PROFESSIONAL SKILLS</b></p> <p>Ability to:</p>	<ul style="list-style-type: none"> <li>• To think strategically and develop vision for the school.</li> <li>• To create and implement a strategic School improvement plan reflecting appropriate priorities.</li> <li>• To set monitor and evaluate targets.</li> <li>• To monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning.</li> <li>• To provide a sense of community in School where each individual is valued and respected.</li> <li>• To develop and promote a positive image of the school.</li> <li>• To make decisions, often under pressure and to tight deadlines.</li> <li>• High standard of written communication skills</li> <li>• To communicate clearly and persuasively with people at all levels.</li> <li>• To manage and motivate individuals and teams to achieve high standards of performance.</li> <li>• To manage conflict effectively</li> <li>• To work collaboratively and effectively with Forward Education Trust</li> </ul>	<ul style="list-style-type: none"> <li>• To use resources cost effectively and apply best value.</li> <li>• To effectively manage and monitor the school budget</li> <li>• Foster links with other schools; locally, nationally, and internationally.</li> <li>• Manage outreach service to other schools</li> <li>• Input and manage development of new facilities.</li> <li>• Work effectively within a special school cluster</li> </ul>

	<ul style="list-style-type: none"> <li>• To develop and maintain collaborative relationships with a wide range of agencies and individuals.</li> </ul>	
<p><b>PERSONAL ATTRIBUTES</b></p> <p>Evidence of:</p>	<ul style="list-style-type: none"> <li>• Ability to command credibility and respect from all members of the school community.</li> <li>• Ability to build and maintain effective professional relationships with children, staff, Trustees, those in local governance, parents and the wider community.</li> <li>• Commitment to valuing diversity</li> <li>• Emotional resilience and a sense of humour.</li> <li>• Ability to adapt to changing circumstances and new ideas. Being an inspiring role model for staff and children</li> <li>• Ability to achieve challenging professional goals</li> </ul>	
<p><b>OTHER REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced Disclosure and Barring Service Check</li> <li>• Satisfactory References</li> <li>• Any other pre-employment recruitment checks required satisfactorily completed.</li> </ul>	