

## Job Description

<b>Job title:</b>	Headteacher
<b>Salary:</b>	L25 -L31 (£79,949 - £ 92, 597)
<b>Location:</b>	Mary Elliot Academy Walsall
<b>Hours:</b>	Teachers' Pay & Conditions
<b>Reports to:</b>	Executive Head Teacher/CEO

**Responsible for:** Direct Line Management for Senior Leadership Team; in-direct responsibility for all staff

### Purpose of job

To lead and develop the educational provision at Mary Elliot Academy

### Equal Opportunities Statement

Thrive Education Partnership is committed to being an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both its service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to TEP's Equal Opportunities Policy.

### Main Duties

1. Carry out the duties of a Headteacher as detailed in the current 'School Teachers' Pay and conditions' and to ensure that Teachers and Teaching Assistant Standards are upheld across the school
2. Lead the development and improvement of Mary Elliot Academy, working in co-operation with the Trust Board and Central Team.
3. Develop and implement effective strategic and operational planning for the School.
4. Prepare and report to the Executive Headteacher/CEO on the implementation of the school improvement plan including the preparation of the school self-evaluation.
5. Undertake the role of Deputy or Designated Safeguarding Lead as agreed.
6. Ensure the delivery, monitoring and evaluation of School's policies and activities, and provide regular reports to Trust Board and Central Team.
7. Be responsible for the health and safety of all pupils, staff and visitors to the school.
8. Lead the academy successfully through internal audits and Ofsted Inspections.
9. Establish an ethos which promotes outstanding teaching and effective learning, and which sustains the educational progress and personal development of all pupils.
10. Coordinate therapeutic and environmental needs whilst delivering educational standards.

11. Provide advice and guidance and seek additional support where required for pupils experiencing significant barriers to learning which can result in behaviours that challenge.
12. Ensure there are a broad, balanced and relevant curriculum pathway for all pupils, through clear and effective planning, implementation, assessment and review.
13. Ensure regular, systematic self-review of the school and evaluation of teaching and learning to identify and disseminate good practice, initiate and encourage new ideas and set challenging yet realistic targets for continued improvement.
14. Recruit, appraise and retain staff according to Thrives policies and procedures.
15. Motivate, develop and enable staff to carry out their roles to the highest standards.
16. Act as Disclosure Barring Service counter signatory within the school.
17. Contribute to the effective financial management of the school.
18. Manage and organise the accommodation for teaching, administration and maintenance to ensure that they meet the needs of pupils, and health and safety requirements.
19. Ensure that teaching and learning resources are deployed efficiently and effectively.
20. Undertake any other duties as commensurate with the post.

## **Person Specification**

### **Qualifications:**

1. Qualified Teacher Status
2. Degree
3. Recent and relevant continuous professional development/training.

### **Experience:**

1. Successful senior leadership and management experience (Headteacher, Deputy Headteacher, Head of School or similar) in a special school.
2. Involvement in school improvement activities including curriculum development particularly for young people with PMLD, SLD and Autism

### **Skills and Knowledge:**

1. To skilfully use data to identify areas for improvement and to develop school improvement and action plans as required.
2. Secure pedagogical knowledge for the teaching of pupils with a range of special educational needs (PMLD, SLD, ASD)
3. Understanding of financial planning, budgetary management and principles of best value.
4. Ability to build effective and positive working relationships and support and challenge underperformance where it is identified.

### **Personal Qualities**

1. Full and absolute commitment to safeguarding, child protection and equality policies and practices.
2. A full commitment to working towards achieving the vision of the school and to live and model its values.
3. An effective communicator across a range of different audiences.
4. Ambitious for the pupils and the academy.
5. Imaginative and innovative in the development and delivery of the curriculum and educational provision.
6. Commitment to the maintenance and development of a broad, balanced, relevant and challenging curriculum pathways.
7. Ability to work under pressure and prioritise effectively.
8. Ability to maintain confidentiality and trust of others at all times.