

Headteacher Job Description

Authority:	Bristol	Location:	Briarwood School
Job Title:	Headteacher	Salary Range:	L23 – L29
Reporting to:	The Governing Body and the Local Authority		

Briarwood School is based on 3 sites in East Central Bristol, with an additional alternative education provision on the Secondary site. Briarwood takes pupils from 3 to 19 years, with SLD, ASD with behaviours that challenge, PMLD and Complex Medical Needs.

Main Purpose:

The Headteacher is responsible to the Governing Body of Briarwood School for the internal organisation, management and control, community relations and conduct of the school in accordance with the appropriate legislation in consultation with the Local Authority, the Governors, parents and pupils.

The criteria set out below are taken from the National Standards for Headteachers and the School Teachers' Pay and Conditions Document.

Policy Framework & Requirements:

The Headteacher shall carry out their professional duties in accordance with and subject to:

- The School Teachers Pay & Conditions Document
- The Provisions of the Education Acts and any orders and regulations having effect there under
- The Instrument of Government of the School
- Bristol Education Policies

The Headteacher will carry out such duties in accordance with and subject to the following:

- Any rules, regulations or policies laid down by the Governing Body under their powers
- Any rules, regulations or policies laid down by the authority with respect to matters for which the Governing Body is not responsible
- Any rules, regulations or policies laid down by the employer & within the terms of their employment.

Qualities & Knowledge:

- Hold and articulate clear values and moral purpose, focused on providing a high quality education for pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own expertise and skills, and of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with financial astuteness in partnership with the LA, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Understand the communities we serve and their aspirations for the pupils.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Governors, the Local Authority, the local community, OFSTED, and others to enable them to play their part effectively.

Pupils and Staff:

- Demand ambitious expectations for all pupils, overcoming disadvantage and advancing equity, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture partnership between classes and partner schools as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create ways for pupils to be actively involved in the school decision making process and for their views on the learning process and available opportunities to be listened to and respected.
- Provide opportunities for pupils to enhance their learning by participating in enterprise activities, educational visits, work experience and other extra-curricular activities. Commit to inclusion at all stages and levels.
- Constantly remain in close contact with parents/carers for all aspects of the child's progress, welfare and specific needs.
- Ensure the continuity, progress and development of pupils in the school including the use of appropriate evidence.
- Monitor and evaluate teaching and learning, the pupils' achievement and personal interests and set targets for improvement.
- Manage curriculum requirements in an innovative way to ensure that the needs of our pupils always come first.
- Ensure that teachers use the bespoke curriculum for pupils to allow them to reach their full potential.
- Maintain an environment and a code of behaviour to promote and secure effective learning and good behaviour.
- Maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Establish an environment where pupil and staff well-being is well supported.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems, Processes & Management of Resources:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding pupils and pupil welfare.
- Developing appropriate behaviour in school and in the wider community.
- Establish rigorous, fair, transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Develop a resourcing system which ensures that Briarwood School is adequately and appropriately staffed by high-calibre colleagues.
- Welcome strong Governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

- Exercise strategic, curriculum and needs led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Manage, involving Governors and staff as appropriate, the recruitment and selection of teaching and non-teaching staff.
- Implement and sustain effective systems for the management of the senior leadership team, incorporating performance management and target setting.
- Ensure that systems monitoring professional duties are robust and responsibilities as specified in the Schools Teachers Pay and Conditions Document as fulfilled.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- Have due regard at all times for the Health and Safety of all users and ensuring that appropriate Health and Safety responsibilities are understood by all. Ensure that Health and Safety issues are regularly reported to the Governing Body.
- Contribute to the formulation of policies and procedures of the Governing Body concerning the school's resource and asset management.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of pupils, the curriculum and health and safety regulations whilst providing maximum practical use by students throughout the day.

The Self-Improving School System:

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge – to promote best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve learning and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the staff team through high quality training and sustained professional development for all staff.
- Encourage team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes across the full age range. This includes the practice of the Senior Leadership Team taking decisions and acting collaboratively in all decision making.
- Motivate staff by seeking to provide the support and training they need to achieve their performance management /appraisal objectives.
- Model innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education and inclusion in young people's lives and to promote the value of education.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Maintain and further develop successful working relationships with Governors, staff, pupils, parents/carers, the community and the Local Authority.
- Build on the links with the local community by outreach activities and by hosting special events. Secure the reputation of Briarwood as a truly inspiring school.
- Develop effective plans to implement national and local changes, whilst maintaining the confidence and motivation of staff, pupils and parents throughout the process.

- Work in Partnership with the Governing Body, staff, parents/carers and the Local Authority in generating the ethos and values which will underpin the school.
- To plan and implement the strategic direction of the school in partnership with the Governing Body.
- Work alongside local schools and the community to ensure that Briarwood makes a positive contribution to the provision of extended services and to raise the profile of the school within the community.
- Provide leadership in dealing with issues that can be distracting to the pursuit of our stated aims.
- Ensure that the school remains a model of sound pastoral care by using proactive techniques to maintain high attendance rates and low exclusion rates.
- Ensure that the management, finances, organisation and administration of the school, support its visions and aims.
- Monitor the performance of the school and respond and report to the Governing Body as required to take appropriate action to maintain the high status and reputation of the school.

Self-Development 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 fairly, equitably, with dignity and respect to create and maintain a positive school culture.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop ways to build and maintain a strong culture of teamwork with and between staff on all three sites that overcome the difficulties of physical separation.
- Seek to nurture the good relations with our co-located partner schools by developing projects and ideas to benefit all partners and by playing an active part in partnership forums.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure that the school maintains full professional contact with Health, Social Care, Psychological and other agencies concerned with the welfare of the child and his/her parents/carers.
- Develop a strong parent/carer centred partnership.
- Ensure that parent/carers and pupils are well informed about the curriculum, school events, individual progress and personal activities. Encourage their support for their child's learning and achievements.

This job description was written at a specific point in time and may be subject to change as required. It is not an exhaustive list of all responsibilities required and additional requirements will be expected as necessary.