**Headteacher—Job Description**

Position: Headteacher

School: Highfurlong School

Position reports and is accountable to: Governing Body

Local Authority: Blackpool

This job description should be read alongside the Conditions of Service for a Head as set out in the School Teachers Pay and Conditions Document.

**Core purpose**

*The core purpose of this role is to provide professional leadership and management of the school to promote a secure foundation from which high standards in all areas of the school's work can be achieved.*

To achieve success, the Headteacher will:

* Provide vision, leadership and direction.
* Effectively challenge the quality of teaching and learning.
* Promote excellence, equality and high expectations of all pupils.
* Deploy resources to achieve the school's aims and mission.
* Continually evaluate school performance and identify priorities for continuous improvement.
* Carry out day-to-day management, organisation and administration delegating as appropriate.
* Secure the commitment of parents and the wider community.
* Create a safe and productive learning environment which is engaging and fulfilling for all pupils.
* To continue to develop strong links with other institutions of excellence.
* To continue to ensure that our pupils have the benefit of all innovations in the field of assistive technology.

**Key school priorities**

In order to continue to excel in the field of special education as an outstanding provider for our children, the key priorities of the Governing Body in partnership with the Headship and the leadership team are:

* To ensure all our children and young people are supported along their journey to adulthood so they can take their place in society and be the very best that they can be.
* To continue to deliver high quality teaching and learning for all our children and young people.
* To ensure governors and leadership continually self-evaluate and challenge themselves, enabling the outstanding progress of the school to continue.

To continue to ensure all our staff believe in every child’s potential, and in doing so promote the values and ethos of “Inspire, Challenge, Believe”.

**Key responsibilities**

**Strategic direction and development of the school**

*The Headteacher of Highfurlong School will work in strong collaboration with the Governing Body and the leadership team to develop a strategic view for the school in its community, analysing and planning for the future needs and further development of the school within the local, national and international context:*

1. Work with the Governing Body and other key stakeholders to ensure the school vision is clearly articulated, shared, understood and acted upon effectively by all.
2. Demonstrate our vision and values in everyday work and practice.
3. Motivate and work with others to create a shared culture and positive environment.
4. Lead in formulating, implementing, monitoring and reviewing policy and practice together with the Governing Body and the leadership team.
5. Create and implement a strategic plan, underpinned by sound financial planning which identifies priorities and targets required for ensuring pupils achieve their best.
6. Take responsibility and be accountable for the strategic direction and leadership of the special educational provision and take account of the unique individual needs of every pupil throughout each key stage.

**Managing the organisation**

*To ensure that the school and the people and resources within it, are organised and managed to provide an efficient, effective and safe learning environment, by building capacity across the workforce and ensuring resources are deployed to achieve value for money. The Headteacher of Highfurlong School will build a successful organisation through effective collaborations with others.*

1. Maintain an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produce and implement clear, evidence-based plans and policies to uphold the school’s already high standards.
3. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manage the school's human resources effectively and efficiently to achieve the school's educational goals and priorities while advancing further opportunities to enhance future resources and community links.
5. Allocate control, report and account for all finance and resources within the school’s budget.
6. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
7. Implement successful performance management processes with all staff.
8. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
9. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to maintain the quality of education for all pupils and provide value for money.

**Leading learning and teaching**

*The Headteacher of Highfurlong School will have a central responsibility for raising the quality of teaching and learning and for pupils’ achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. Children and young people in Highfurlong School will experience a positive learning culture and be enthusiastic, resilient, confident learners in order to achieve their best life chances and quality of life.*

1. Ensure that learning, care and comfort of our children is at the centre of strategic planning and resource management.
2. Ensure a culture and ethos of challenge and support, where all pupils engage in their own learning and are encouraged to be as independent as they can possibly be.
3. Ensure that effective and appropriate pastoral support leads to high standards of behaviour and attendance where possible for all children and young people.
4. Monitor and evaluate the quality of teaching, learning and achievement of all pupils and ensure that appropriately challenging and realistic targets are set for all children and young people.
5. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework .
6. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children and young people.
7. Monitor, evaluate and review classroom practice.

**Developing self and working with others**

*The Headteacher of Highfurlong School will build a professional learning community through performance management and effective continuing professional development. The Headteacher supports all staff to maintain high standards in order to equip themselves with the capacity to deal with the complexity of the role, the range of leadership skills and actions required of them. Our Headteacher should be committed to their own continuing professional development.*

1. Regularly review own practice, set personal targets, and take responsibility for own personal development.
2. Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
3. Treat people fairly, equitably and with dignity and respect to create and maintain a positive and communicative school culture.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
7. Manage own workload and that of others to allow an appropriate work/life balance.
8. Provide appropriate emotional leadership within the staff team and attend to the general well being of staff in order to maintain a duty of care in this very special environment.

**Securing accountability**

*The Headteacher of Highfurlong School is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LA. They are accountable for ensuring that pupils enjoy and benefit from the high quality education at Highfurlong, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work.*

1. Fulfil commitments arising from contractual accountability to the Governing Body.
2. Continue to drive the school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
4. Work with the Governing Body (providing information, and objective advice and support) to enable it to meet its responsibilities.
5. Develop and present a coherent, clear and accurate account of the school's performance to a range of audiences including governors, parents and carers.
6. Demonstrate a commitment to safeguarding and the welfare of children and young people and a secure knowledge of safeguarding procedures.
7. Show a commitment to working within local and national Schools Networks, and continue to show school to school support through collaborative working within Blackpool networks which ensures added value is filtered through to the benefits of Highfurlong School.
8. Continue to provide specialist SEND knowledge to schools and through Fylde Coast Teaching School Alliance.

**Strengthening community**

*The Headteacher of Highfurlong School will collaborate with other schools, to share expertise and bring positive benefits to their own and other schools. They will work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Headteacher will share responsibility for leadership of the wider educational system and be aware that school improvement and community development are interdependent.*

1. Maintain a school culture and curriculum that takes account of the richness and diversity of the school's communities.
2. Ensure learning experiences for pupils are linked into and integrated with the wider community.
3. Ensure a range of community -based learning experiences.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
5. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
6. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich its value to the wider community.
7. Co-operate and work with relevant agencies to protect children.

**Safeguarding Children & Safer Recruitment**

*This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and in line with the ‘Keeping Children Safe in Education’ Statutory Guidance 2015, expects all staff and volunteers to share this commitment.*

*Highfurlong School will ensure that:*

1. The policies and procedures are updated accordingly and adopted by the governing body and are fully implemented and followed by all staff.
2. Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the well being of children.
3. To ensure a safe and happy environment for all our children and young people and staff.

**National Standards for Headteachers**

The Headteacher at Highfurlong School will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Heads and Education and Employment legislation and the National standards of excellence for Headteachers (January 2015).

The Headteacher is accountable to the Governing Body for the standards achieved and the conduct, management and administration of the school, subject to any policies which the DfE may make. This job description is subject to annual review.

*The Governing Body and local Authority are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service.*