 **Westfield Arts College**

**JOB DESCRIPTION**

**1. Post:**  Headteacher

**2. Salary Scale:** Leadership Scale (points 32-38)

**3. Hours:**  Full time, including five Professional Development days

**4. To Whom Responsible**: Chair of Governors

**5. Line Manager**: Chair of Governors

**Performance Leader:** Chair of Governors

**6. Responsibility for:** All school staff

**7. Accountability:**

The Headteacher will conduct all professional duties in accordance with:

* the terms and conditions of the current School Teachers’ Pay and Conditions document
* the National Standards of Excellence for Headteachers
* the policies and procedures of the governing Body

**8. Purpose of the Job:**

The Headteacher is responsible for ensuring continuous improvement in the standards of

education and care provided by the school. The Headteacher is expected to promote the

intellectual, social, moral, cultural and physical development of the children and young people through strong professional and personal leadership. Working to the governing body, this will involve leading the school in:

* formulating the aims, objectives and core values of the school, ensuring that they are communicated effectively and understood by staff, pupils, parents/carers and all others who work with the school.
* establishing the policies through which they shall be achieved.
* managing staff and resources to that end and monitoring progress towards their achievement.
* ensuring the maintenance of high standards in teaching, learning and attainment.
* driving the school’s self-evaluation processes.

**9. Responsibilities and Duties:**

9.1 Leadership and Management:

9.1.1 To provide overall strategic leadership and, with others, plan, lead, develop and support

the educational and strategic direction, ethos, vision, values and priorities of the school.

9.1.2 To serve as a member of the Governing Body, supporting and advising governors on the

strategic direction of the school.

9.1.3 To lead and manage teaching and learning throughout the school, ensuring that all pupils

and students have access to an appropriately broad and balanced curriculum.

9.1.4 To work with others to secure a rich learning environment, an appropriate curriculum that

promotes successful teaching, learning and pupil outcomes and effective assessment processes that support further improvement.

9.1.5 To lead, manage and develop all school staff, ensuring that arrangements for induction

and performance management (including pay progression) are in place and effective.

9.1.6 To lead the organisation and deployment of all resources, both human and physical,

throughout the school.

9.1.7 To serve as the lead professional for the strategic development and effectiveness of

TADSS, the Teaching Alliance of Dorset Special Schools.

9.1.8 To ensure that all school policies are reviewed regularly, with full governor involvement in

the process, and that they take full account of national/local/school data, inspection findings and research outcomes.

9.2 Health, Safety and Wellbeing:

9.2.1 To promote the safety and well-being of pupils and staff, with particular regard to

effective safeguarding procedures and policies.

9.2.2 To ensure appropriate conduct amongst pupils and staff, particularly with regard to the

further development of outstanding behaviour management policy and practice.

9.2.3 To promote harmonious and productive working relationships within and beyond the

school.

9.2.4 To lead and manage the staff with a proper regard for their professional and personal

well-being and legitimate expectations, including the anticipation of a healthy work/life

balance and to ensure that they have the skills, knowledge, confidence and resilience to work effectively with our pupils and students whilst at the school.

9.2.5 To ensure that the school effectively promotes equal of opportunity for pupils, staff and

parents/carers.

9.3 Partnership Working:

9.3.1 To promote strong working relationships and effective arrangements for communication with the governing body, parents/carers, staff and pupils.

9.3.2 To lead the school in highly effective multi-professional working with all agencies and bodies connected with the school.

9.4 Staff:

9.4.1 To lead the selection, recruitment and retention of all school staff.

9.4.2 To plan, allocate, support and evaluate work undertaken by groups, teams and

individuals throughout the school, ensuring that there is a clear delegation of tasks and devolution of responsibilities.

9.4.3 To oversee performance management arrangements for all teaching and support staff,

including their own.

9.4.4 To promote the full participation of staff in relevant continuing professional development, particularly through full engagement with our Teaching School Alliance.

9.4.5 To provide teaching staff with mentoring and support, including lesson observations, the modelling of good practice and structured programmes of support for teaching staff experiencing difficulties

9.5 Resource Management:

9.5.1 To oversee the production of an annual school budget for governing body approval,

setting appropriate priorities for expenditure and allocating funds accordingly.

9.5.2 To ensure effective security, supervision and maintenance of the school buildings and

grounds.

9.5.3 To manage and organise school accommodation efficiently in order to meet the health,

safety and welfare needs of all members of the school community.

9.6 Accountability:

9.6.1 To advise and assist the Governing Body in the exercise of its functions.

9.6.2 To determine sound reporting systems to inform the appropriate members of the school

community and beyond, including regular reports to the Governing Body and its various committees.

9.6.3 To present a coherent and accurate account of the school’s performance in a form

appropriate to a range of audiences, including Governors, the Local Authority, Department for Education, Ofsted, etc.

9.6.4 To ensure that all staff recognise their accountability for the success of the school.

9.6.5 To maintain strong and productive links with other schools and the wider community.

**10. Qualities:**

10.1 To demonstrate a committed, enthusiastic and reflective professional practice, with a breadth and depth of knowledge, skills and understanding.

This job description does not define all duties and responsibilities of the post. These will be reviewed annually and any modifications will be made in consultation with the postholder.

Date prepared: October 2017 Prepared by: Westfield Arts College