**Job Description – Head Teacher**

**Salary Scale/Pay:** L16-20 **Reporting to:** CEO of Brunel SEN MAT

**Main Purpose:**

With support from the CEO and Senior Leadership Team, the Head Teacher will have professional responsibility for the educational aspects of the school and operational responsibility for the leadership, organisation, management and conduct of the school.

**Leadership:**

The Head Teacher working with the MAT and their Local Governing Body, will help to develop the strategic view of the school and analyse and plan for its future needs and future developments.

They will:-

* Help to create and shape the teaching and learning values and ethos of the school and therefore communicate and drive the direction to ensure outstanding teaching and successful learning of all students.
* Enable and encourage all members of the teaching and support staff to work towards the schools aims and to achieve the strategic vision and annual whole school targets.
* Introduce, lead and manage specific initiatives for development.
* Overall responsibility for safeguarding as delegated to the Safeguarding Lead and the Deputy Safeguarding Lead.

**Teaching and Learning:**

They will:-

* Have day to day management of the curriculum, pastoral care, safe-guarding, and administration of the school, all of which should be appropriate to the learner’s needs.
* Effectively monitor, support, develop and deliver high quality teaching and learning skills
* Create and maintain an attractive and motivating environment for learning, utilizing other resources and ISP’s as meets the needs of individual learners.
* Give a high priority to the further development of a wide range of teaching and learning opportunities.
* Manage the system for monitoring and developing the quality assurance of teaching and learning wherever it is taking place, providing coaching and mentoring where necessary.
* Act as line-manager to the teaching team leading with both passion and rigour.
* Promote the effective management of positive student behaviour.
* Manage the effective assessment, recording and reporting system of student progress, ensuring there is sufficient rigour and challenge for each learner.
* Monitor and evaluate the curriculum, and adapt it to meet individual needs.
* Encourage new developments in the curriculum in the context of local and national initiatives.

**School Improvements:**

They will:-

* Supported by the CEO and the Director of Education, develop and deliver on an effective SEF which identifies appropriate priorities and targets for the next academic year.
* Work with the CEO and Director of Education to translate the key priorities of the School Evaluation Form (SEF) into an effective school development plan.
* Take responsibility for implementing the actions identified in the whole school development plan.

**Parents / Carers and the Wider Community:**

They will:-

* Participate fully in the local community and maintain good links with it.
* Maintain and promote an open door policy where parents’ and carers’ views are valued.
* Communicate regularly and effectively with parents.
* Lead on outstanding communication with stakeholders via very effective school website.
* Liaise with outside agencies and maintain good relations with other schools, providers and the local authority.

**Financial Management:**

They will:-

* Exercise day-to-day management of the school budget, ensuring exceptional value for money is a priority.
* Ensure the appropriate allocation of all resources and their efficient use.

**The Learning Environment**

They will:-

* Ensure appropriate learning environments are maintained in partnership with student needs at all times.
* Ensure the School building and grounds including the contents and equipment are safe and well-maintained.
* Ensure compliance with all relevant Health and Safety legislation.
* Ensure the same level of compliance is reached by ISPs.

**Other:**

Please note that our organisation is based over a number of sites in and around the Swindon area and you may be required to work to work from different sites, as directed by the CEO.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The CEO and Governing Body retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.