**JOB DESCRIPTION**

**HEADTEACHER**

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| **Authority:** | **Oxfordshire** | **Location** | **Frank Wise School** |
| **Job Title** | **Headteacher** | **Salary Range:** | **Beginning at L18** |
| **Reporting to:** | **The Governing Body** |  |  |

**Main Purpose:**

The Head Teacher is responsible to the Governing Body of Frank Wise School for the leadership, internal organisation, management and control, and community relations of the school. It will be for him/her to lead this outstanding school to maintain what Ofsted described as “A drive to excel [that] runs through the school’s work” and to continue and further develop the strong belief in highly individualised and inclusive provision.

**Strategy:**

* Formulate the aims and objectives of Frank Wise School and implement, with full consultation, the School Development Plan
* Ensure that Frank Wise School remains a model of the best special education practice and continue its contribution to training and advice locally and regionally
* Ensure that the school remains a model of sound pastoral care by using pro-active techniques to maintain high attendance rates and low exclusion rates.
* Lead and inspire the staff by example
* Work in partnership with the Governing Body, staff, parents and the LA in generating the ethos and values which will underpin the school.
* Ensure that the management, finances, organisation and administration of the school, support its vision 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

**Teaching and Learning:**

* Monitor and evaluate teaching and learning, the students’ achievement and personal interests and set targets for improvement.
* Maintain an environment and a code of behaviour to promote and secure effective learning and good behaviour.
* Maintain an effective partnership with parents to support and improve students’ achievement and personal development

**Students:**

* Provide all students with a personalised curriculum which require particular and specific support for each individual
* Create ways for students to be actively involved in the school decision-making process and for their views on the learning process and the opportunities offered by the school to be listened to and respected.
* Provide opportunities for students to enhance their learning by participating in enterprise activities, educational visits, work experience and other extra curricular activities.

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**Liaison with Parents/Carers:**

* Constantly remain in close contact with parents/carers for all aspects of their child's progress, welfare and specific needs
* 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

**Curriculum:**

* Determine the ‘Frank Wise Curriculum’ and its organisation and successful implementation
* Ensure teachers use personalised learning for all students to allow them to achieve their full potential

**Leadership and Management:**

* Manage, involving Governors and staff as appropriate, the recruitment and selection of teaching and non-teaching staff
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
* Implement and sustain effective systems for the management of staff performance, incorporating appraisal and target setting
* Lead, co-ordinate and monitor the continuing professional development of staff.
* Ensure that professional duties are fulfilled, as specified in the School Teachers Pay and Conditions Document.
* Maintain and further develop successful working relationships with governors, staff, students, parents/carers, the community and the LA

**Efficient and Effective Deployment of Staff and Resources:**

**Staff**

* Ensure that Frank Wise School is adequately and appropriately staffed by high-calibre colleagues
* 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
* Ensure that all employees (teachers, classroom support officers, administrative, swimming pool and site staff) at Frank Wise School receive appropriate information and training to enable them to carry out their professional duties.
* Liaising as appropriate with trade unions and professional associations.
* Assessing teachers to determine their progress on the national pay scales, in line with an agreed Performance Management Policy.

**The Management of Resources:**

* Allocate and account for the financial and material resources of Frank Wise School.
* Ensure the maintenance and development of the premises and grounds to ensure maximum practical use by students throughout the day.
* Ensure that all contracts for site management are negotiated to "best value" and that performance against contract is reviewed on a regular basis.
* 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 via the Governors Resource Sub-Committee.
* Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
* Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds

**Accountability:**

* Create and develop an organisation in which all the staff recognise that they are accountable for the success of the school.
* Present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED, and others to enable them to play their part effectively
* Ensure that parents/carers and students are well informed about the curriculum, school events, individual progress and personal activities. Encourage their support for their child’s learning and achievements
* 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
* To carry out any such duties as may be reasonably required by the Governing Body

**External Liaison:**

* Maintain positive and active relationships with other schools, businesses and agencies in the area
* Maintain the work of the school in providing CPD and professional advice locally and regionally and inclusion programmes with schools in the local area