

## THE NEW RUSH HALL SCHOOL

Job description					
Job Title		Headteacher			
Service area		New Rush Hall School	Function		Leadership
Salary Scale/Grade	Group 8				
Reports to		Chair of Governors/Governing Body		Permanent	P
Purpose of Job: To provide vision, leadership and direction for The New Rush Hall School and Group to ensure that it is managed and organised to meet its aims and targets.					
<ul style="list-style-type: none"><li>The post holder will be an inspirational leader, committed to the school’s ethos of ‘Working and Learning Together for Achievement’, and to obtaining the highest possible achievement in all areas of the School and Group’s work. The postholder will be a dynamic leader who is highly motivated and organised, with very strong communication skills.</li><li>The postholder will provide strategic support on the provision of a range of school improvement interventions and contribute to the overall aims of New Rush Hall. This will include a comprehensive approach in the sharing of best practice across The New Rush hall Group.</li><li>To promote the value of special education in a specialist setting for pupils with social, emotional, mental health (SEMH) and/or behavioural difficulties.</li><li>Accountabilities to be met in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document and the National Standards of Excellence for Headteachers (2015).</li></ul>					
Key Responsibilities					
General					
<ul style="list-style-type: none"><li>To provide vision, leadership and strategic direction to the School/Group Leadership Team and the Governing Body and Management Committee, thus enabling the School/Group to achieve their aims and targets.</li><li>To ensure that students achieve their potential in all aspects of school life and learning.</li><li>To play a key role as a member of The New Rush Hall Group in ensuring that expectations are high and good practice is shared across the Group.</li><li>Contribute to the wider aspects of school life.</li></ul>					
Strategic Leadership (Shaping the Future)					
<ul style="list-style-type: none"><li>To ensure that the key areas for improvement are successfully addressed, leading to continuous improvement.</li><li>To allocate responsibility for specific areas for improvement and work with other key leaders and to support them in this role.</li><li>To report to the Governing Body.</li><li>School self-evaluation related to identified areas for improvement.</li><li>Provide direction that inspires and motivates pupils, staff and all other members of the school community.</li><li>Lead by example, providing inspiration and motivation for all students, governors and parents/carers in order to create a shared culture of success and a positive climate for learning.</li><li>Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of curriculum development and delivery.</li><li>Ensure that strategic planning takes account of the diversity, values and experiences of all who attend the school as well as the wider community.</li></ul>					

### **Organisational Management (Managing the Organisation)**

- Support the implementation of a staff structure that is fit for purpose in driving innovation and focuses on the experience and learning of all students, reinforcing the educational values of The New Rush Hall Group.
- Negotiate, establish and monitor targets for the future development of the School/Group.
- Working closely with the Leadership Team, Business Manager and Governors, set realistic long and short-term financial budgets and targets, ensuring appropriate financial controls are in place and effectively administered.
- Motivate, support, challenge and develop all staff, ensuring that the focus is on high expectations, aspirations and achievement.
- Support the management and organisation of the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety and safeguarding regulations.
- Use and integrate a range of technologies systems and tools, including Arbor MIS and BlueSky, effectively and efficiently to manage the school.

### **Building Relationships (Strengthening Community)**

- Work in partnership with the Governing Body.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievements and personal development.
- Create and maintain collaborative partnership arrangements with wider stakeholders, including referral partners, employers and the voluntary and community sectors.
- Ensure members of the Governing Body are provided with accurate, relevant and timely information to assist them in making decisions.
- Support the building and strengthening of the positive image of the School/Group within Redbridge and the wider community.
- Collaborate effectively with other organisations to ensure the intellectual, spiritual, social, moral and personal well being of all students.

### **Developing Self and Working with Others**

- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the School/Group.
- Build a collaborative learning culture within the School/Group and actively engage with other schools and partnerships to build effective learning communities.
- Support the development and maintaining of effective strategies and procedures for staff induction, continuous professional development and appraisal. (Via BlueSky).
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Create and maintain a positive culture and ethos within the School/Group.
- Support the development and maintaining of a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Regularly review self-practice, set personal targets and take responsibility for your own personal and professional development.

### **Safeguarding and Safer Recruitment**

- The School/Group are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.
- Ensure 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 assessment of children, with specific reference to Education, Health and Care plans as appropriate.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in timely manner in accordance with agreed whistle-blowing practices.
- Support the school to ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

Prepared by	John d'Abbro	Job title	Headteacher	Date	November 18
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