

REDBRIDGE ALTERNATIVE PROVISION

Job Description				
Job Title	Headteacher Redbridge Alternative Provision			
Service area	Redbridge Alternative Provision, RAP Short Stay & Provision, Redbridge Tuition Service.		Function	Leadership
Salary Scale/Grade	L21-L25		SEN Points	0
Reports to	Executive Headteacher	Permanent / Fixed Term		Permanent
Responsible for:		The Strategic Direction of RAP (with Executive Headteacher & PRU Management Committee), Leading Learning and Teaching, Shaping the Future, Working with Others and Developing Self, Leading and Managing the Organisation, Securing Accountability, and Leading Collaboration and Community Relations, Line Management of the Leadership Team. Line management of: RAP Leadership Team, SENCO, Teachers, Instructors, HLTAs, Mentors, LSAs, Technicians, Site Manager, Office Manager, Reception staff, RAP Tuition Manager, RAP Tutors and other relevant personnel within the RAP, RAP SSP and the RAP Tuition Service.		
Purpose of Job				
To provide professional leadership for Redbridge Alternative Provision, RAP Short Stay Provision, & RAP Tuition Service to promote secure foundations which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.				

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Major duties and responsibilities

Strategic Direction and Development of the School:

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the PRU Management Committee, staff and parents generating the ethos and values which will underpin the school.
- To continue to implement a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the PRU Management Committee as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- To develop a new provision aimed at enhancing the KS4 AP offer throughout Redbridge by exploring a wider vocational learning programme.

Teaching & Learning:

- Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school.
- Develop a programme whereby pupils reflect on their educational journey and develop ensuring the best chances of future success.

Leading & Managing 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 performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of

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teachers, including those of Headteacher.

- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- Continue the development of good working relationships with PRU Management Committee, staff, pupils, parents/carers, other schools and the community.

Efficient and effective deployment of staff and resources:

- Work with the PRU Management Committee and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability:

- Continue to 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 the PRU Management Committee, the LEA, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the PRU Management Committee 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.
- Carry out any such duties as may be reasonably required by the Executive Headteacher & PRU Management Committee.

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 expects all staff and volunteers to share this commitment.

Checked by:	Sam Walters	Date:	March 2019
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