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| **Job Title:** | **Headteacher** |
| **Grade:** | L25-L31, Group 6 |
| **Responsible to:** | * The Governing Body * The Local Authority |

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| **Main Purpose of the Role – General Requirements and Functions** |
| The job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document and to the extent to which they are not inconsistent with these conditions:   * Articles of Government agreed by Norfolk LA * Any policies and rules laid down by the Governing Body or the Norfolk Children’s Service * The National Standard of excellence for Headteachers four domains.   The Headteacher, as the leading professional to:   * Communicate purposefully * Consolidate the innovative and successful progress made by the new school * Provide first rate leadership and management * Lead the further development of strategic vision * Develop further a happy, exciting and vibrant learning environment, which leads to high educational standards * Ensure a safe and secure learning environment and one in which pupils have positive relationships with friends and people they trust * Ensure that each and every child that comes through Chapel Green School has the best quality education |
| **Roles and Responsibilities – Principle Accountabilities** |
| **SHAPING THE FUTURE**   * Demonstrate the ability to develop and communicate a shared vision of the school * The vision is understood by, inspires and motivates all members of the school community * Work closely with the school governing board to ensure a coherent whole school approach   to all aspects of school life and sustain school improvement   * The vision developed should create and embed a positive and inclusive school ethos based   on clear core educational values, moral purpose and a safe environment  **LEADING TEACHING AND LEARNING**   * Work with the Governing body to develop further the high quality of learning and teaching already achieved across the school * Lead in the design and implementation of a broad and balanced and individually tailored curriculum and programme of activities which stimulates and engages all pupils and provides an exciting, challenging, relevant and enriching experience * Ensure children enjoy learning and the school environment * Sustain a culture of nurture and support so that barriers to learning are broken down, give bespoke support, that includes the whole family, to individuals to enhance their progress * Ensure each child is supported by trusted adults who know that child exceptionally well * Articulate high expectations and set challenging targets for success year-on-year to develop learning and ensure pupils communicate purposefully and make informed definite choices * Through the provision of Good Quality Education promote a stimulating style of learning in a safe and healthy school environment * Using data and benchmarks to monitor progress in every child’s learning and ensure a culture and ethos of challenge and support where all pupils learn well and can achieve success and become engaged in their own learning * Implement strategies, routines and procedures to secure high standards of behaviour and attendance   **WORKING WITH OTHERS**   * Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning * Lead and manage staff with a proper regard for their well-being and legitimate expectations, including those of a healthy balance between work and other commitments * Maintain and develop effective relationships and teamwork * Give responsibility, manage and review performance and take action when it is appropriate * Be self-motivated and well organised with the ability to manage time well whilst being ambitious for staff and others * Accept support from others including colleagues, governors and the Local Authority * Continuously demonstrate a clear understanding of the wide ranging needs of the children at Chapel Green School, including those from a multi-cultural community * Ensure that new staff are recruited appropriately, inducted effectively into Chapel Green School’s culture and that all staff are supported to grow and develop their careers within the School * Ensure effective planning, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities * Work with the LA and other agencies in line with statutory multi-agency safeguarding guidance, ‘Working Together to Safeguard Children 2019’ * Work with the LA , other schools, parents and NPLaw regarding school admissions * Ensure pupils feel accepted by others and learn to accept difference   **MANAGING THE ORGANISATION**   * Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity * Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively - in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance * Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of pupil’s achievement and the school’s sustainability * Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making * Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers * Consult and communicate with the governing board, staff, pupils, parents, carers and the community * Lead and manage/be responsible for safeguarding and promoting the welfare of the whole school community * Maximise the Schools resources by seeking additional funds from a range of sources * Advise the governing body on premises requirements, involving governors and senior leaders as appropriate * Ensure all pupils are supported by skilled and well-trained staff   **ACCOUNTABILITY**  To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff and local employers and the community.   * Provide information, effective 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 * Report to the governing body on the discharge of the headteacher’s functions and the affairs of the school * Sustain and further develop an organisation in which all governors and 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 a range of audiences, including parents, governors, the LA, the local community, OfSTED and others, to enable them to play their part effectively * Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieve the school’s targets for improvement * Ensure the purpose designed and well resourced environment supports learning effectively * Ensure each young person achieves maximum independence and receives the best support for transition from Chapel Green School * Report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document * Provide information about the work and performance of staff where it is relevant to their future employment * Ensure that the school meets and maintains the standards for safeguarding under relevant legislation * Ensure the school website is up to date and compliant   **STRENGTHENING THE COMMUNITY**   * To be able to build a school culture and curriculum which takes account of the richness and diversity of the school’s communities * Create and promote positive strategies to enable pupils to learn and live the values of our society, to challenge racial and other prejudice and deal with racial harassment * Ensure wider learning experiences for pupils are linked into opportunities for learning outside the school with other pupils and schools and integrated with the wider community * Ensure a range of enjoyable community-based learning experiences that enables working/learning productively with others and in different places * Work in partnership with other agencies in providing academic, spiritual, moral, social, emotional and cultural well being of pupils and their families * Seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community * To be able to contribute to the development of the education system by, for example sharing effective practice, working in partnership with other schools and promoting innovative initiatives * Ensure that the school promotes effective links with the local community and continues the development of close liaison with other local schools * Ensure that the school offers appropriate, relevant and proportionate extended services   **SAFEGUARDING**  To ensure the school meets all the safeguarding requirements outlined in the principle roles and responsibilities.   * Take overall responsibility for safeguarding of all children and young people in the school so that young people feel secure, safe, healthy, trusted and respected * Co-operate and work with relevant agencies to protect children * Ensure the school’s policies are known and implemented * Work with the governing body to ensure that child protection and all Safeguarding policies are reviewed at least annually and that safeguarding procedures are monitored, evaluated, shared and updated * Ensure all Safeguarding policies, including the child protection policy are publically available * Communicate with the local safeguarding children’s board to make sure staff are aware of training opportunities and the latest local policies on safeguarding * Ensure when a pupil leaves the school that their child protection file is transferred to the new school securely as soon as possible   **HEALTH & SAFETY**   * Take overall responsibility for best practice in the area of Health and Safety |

**General Information**

* The job description details the main outcomes required and this job description may be subject to amendment or modification at any time after consultation with post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.
* All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school’s policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve.
* Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
* You are expected to maintain your DBS certificate using the DBS update service.

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| **Person Specification** | | | | |
| **Area** | **Evidence** | **Essential** | **Desirable** |
| **Training/ Qualifications** | Qualification  Certificate | QTS |  |
|  | Qual. Cert | Graduate or Equivalent | Honours Graduate or equivalent |
|  | Qual. Cert |  | NPQH Qualification  Recent evidence of participation in relevant personal and professional development |
|  | Application  Reference | Relevant experience of management and leadership at headteacher or senior management level, including a setting that offers special educational | Experience of working in the specialist sector such as a complex needs school |
|  | Qual.Cert | Additional training in SEND |  |
| **Experience of Teaching and School Management** | ApplicationReference | E | Evidence of successful teaching within special education and with a good understanding of a range of learning difficulties and disabilities |
|  | Application Interview | A clear strategic vision for developing appropriate learning environments for pupils demonstrating a range of complex needs |  |
|  | ApplicationReference | Successful experience of instigating and leading initiatives for young people with Special Educational needs | Evidence of effective partnership working with other schools, businesses and organisations to enhance and enrich the school and its value to the wider community |
|  | Application Reference | An ability to co-ordinate and motivate an established team and manage change sensitively, including conflict resolution |
|  | ApplicationReference | Ability to manage and allocate resources and budgets |  |
|  | ApplicationReference | Experience of successful development of curriculum activities |  |
|  | Application  Reference  Interview | Sound financial understanding and experience of managing a discreet budget | Experience of whole school budget management |
| **Professional Knowledge and Understanding** | ApplicationReference | S The ability to demonstrate effective working in relation to the National Standards of Headteachers and the current School Teachers Pay and Conditions Document |  |
|  | Application  Interview | A good understanding of the use of data in assessment, target setting and the progress of pupils | Evidence of breaking down barriers to learning and provision of support for pupils moving on |
| **Personal Skills, Qualities and Abilities** | Interview | Excellent communication and interpersonal skills with the ability to listen and communicate effectively in all contexts |  |
|  | Application Interview | C Commitment to creating links with, informing of and working in the wider community with all stakeholders |  |
|  | Application Interview | Positive attitude towards and in promoting disability and inclusion, in relation to both pupils and staff members |  |
|  | Application Interview | Maintain an open and inclusive ethos for the school at all times |  |
|  | Interview | Enthusiastic, inspirational, creative and motivational leader who is able to operate effectively and think clearly under pressure in a changing and evolving environment | Enhanced presentation skills |
|  | Interview | Full commitment to the fundamental, holistic approach to teaching and learning | Experience of using holistic progress measures |
|  | Interview | Commitment to promote spiritual, moral and cultural development in the school community |  |
| **Safeguarding** | Application Interview  Reference | Di Displays absolute commitment to the protection and safeguarding of children and young people | Trained DSL |
|  | Interview | D Demonstrates up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people |  |
|  | Application Interview | W Works pro-actively and co-operatively with relevant agencies to protect children in a safeguarding capacity |  |
|  | Interview | Demonstrates a sound knowledge of safer recruitment procedures | Safer recruitment trained |
| Other Skills | Interview | Ability to multi task and work to tight deadlines |  |
|  | Application Interview | Demonstrate manageable work life balance in previous roles |  |
|  | Interview | Demonstrate self motivation and organisation and the ability to manage time whilst being ambitious for staff and others |  |
|  | Interview | Demonstration of experience in supporting strong governance in an organisation |  |
| Qualities | Interview | Displays a sense of humour and fun to a range of audiences |  |