

**JOB DESCRIPTION**

1. **Job Title: Head Teacher**
2. **Responsible to:** Chief Executive Officer, Governors
3. **Main Responsibilities:**

**To take overall responsibility for managing all aspects of education within the School.**

As the Head Teacher for the Sheiling School and a member of the School Leadership Team:

* To ensure the provision of a high standard of education – based on Rudolf Steiner’s educational and therapeutic principles, as well as best current practices in Special Needs Education – for pupils placed at the school offering advice and guidance on their education across both care and education settings.
* To ensure that all regulatory requirements are met.
* To ensure the School meets the day-to-day safety, social, emotional, spiritual, behavioural and welfare needs of all the pupils who attend.
* To develop, monitor and evaluate a detailed pupil outcomes framework that is consistent with statutory requirements and best practice across the school in both care and education settings, and offering advice and guidance to staff as necessary.
* To support the Chief Executive Officer responsible for the Sheiling School in providing a clear direction for the development of the educational provision and of the School as a whole.

As a Camphill Steiner Special School for children with complex and multiple needs, working with the therapeutic and educational insights of Rudolf Steiner, the Head Teacher will uphold the vision, values and goals of the School. The Head will ensure that the School’s ethos is clearly articulated and built into the culture and practices, and will give professional support and guidance to individual staff and to groups, alongside promoting the spiritual, social and cultural life of the School.

**KEY TASKS**

1. **LEADERSHIP**
* To promote the highest standards of education, drawing on a sound understanding of best practice and current and relevant regulatory requirements.
* To promote best practice in the protection of children, drawing on a sound understanding of both legal and practice requirements and ensuring all staff are appropriately trained.
* To offer professional leadership and personal support to all Teaching staff including Therapists to enable them to achieve agreed outcomes.
* To assume co-responsibility with other SLT members for the management of the School in the absence of the CEO.
* To support the Trustees/Governors, the CEO and the Head of Care by developing, introducing and monitoring a comprehensive set of policies, procedures and documents which promote the school’s values, aims and objectives and in particular which cover all aspects of education within the School.
* To contribute to School management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the School’s Quality Improvement Plan and Strategic Development Plan.
* To regularly update the CEO and the other members of the School Leadership Team on the effectiveness of the School’s educational provision for all pupils.
* To develop a comprehensive, coherent and accurate account of the Sheiling School’s educational performance for a range of audiences including Trustees/Governors, families, partners and external bodies when required.
* To chair planning and review meetings, both internal and external as required.
* To actively contribute to and participate in social activities at Thornleigh Camphill Communities in order to create, support and maintain a healthy community life.
1. **EDUCATION**
* To take a lead role in working with teachers and other professionals to develop the Sheiling School Curriculum – based on Rudolf Steiner’s educational and therapeutic principles, as well as best current practices in Special Needs Education (including the National Curriculum) – and ensure appropriate balance and relevance.
* To develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* To ensure the quality of the teaching and learning is effective and outstanding leading to a secure, caring and realistically challenging learning environment and improved standards of learning and outcomes for all pupils. This will include regular lesson observations, pupil tracking and the monitoring of the short and medium term lesson planning.
* To monitor the educational progress of all pupils by overseeing assessments, recording and reporting processes, by evaluating and reviewing IEPs and outcomes, and by contributing to the target setting processes across the school in both care and education settings.
* To monitor the effectiveness of the positive behaviour management plans for all pupils through regular review of all sanctions, incidents and physical intervention records. To monitor the effectiveness of the plans to reduce the use of sanctions and physical interventions for all pupils.
* To make decisions in relation to pupil grouping and staffing and support the daily management of resources as required.
* To ensure any decisions made at pupils’ reviews related to education are acted upon as soon as possible.
* To organise cover and activities for our pupils and local children with special needs for our extended days short break provision.
* To ensure timely planning for the ending of pupils’ placements in the school and the transition to their next placement.
* To ensure that the Pupils’ Council meetings take place regularly and the decisions made during the meetings are communicated across the school.
* To maintain regular contact with the pupils through teaching and observation.
* To be available to lead occasional lessons at short notice to replace a Teacher when required.
1. **SAFEGUARDING**
* To implement and promote the Sheiling School’s Child and Adult Protection Policies and Procedures.
* To provide information, advice, support and raise awareness of the protection of children and young people.
* To keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and young people.
* To encourage good practice and support of procedures to protect children and young people.
1. **LIAISON**
* To create and maintain effective partnerships with families and carers to support and improve the achievement and personal development of pupils.
* To ensure all pupils’ parents and guardians are informed of school events and activities and to ensure they have adequate notice when inviting them to end of term festivals and other events.
* To create positive links with external agencies, placing authorities, sponsors and the local community to increase their understanding of the Sheiling School’s approach to education and their understanding of pupils with complex learning needs.
* To attend regional meetings, conferences and workshops identified as central to the role.
* To plan, prepare, attend and participate in Parents Days and Open Days.
1. **ADMISSIONS**

As a member of the Admissions Group:

* To take a lead role in working with other members of the Senior Leadership Team to develop, implement, monitor and review the admissions process and policy for the school.
* To attend pupils’ interviews and other informal meetings with parents.
* To promote the School’s provision to parents, placing authorities and other interested parties and attend meetings with parents, social workers, commissioners and others when required.
* To support the Admissions Coordinator/School Secretary by developing templates for Expression of Interest (EOI) forms as required by the placing authorities and by ensuring EOI forms are filled in accurately and reflect the services we offer as well as our ethos.
1. **STAFF MANAGEMENT**
* To recruit staff as required, including writing job descriptions and person specifications, advertising, short listing, interviewing and arranging induction of new staff.
* To supervise and appraise all Teaching Staff as well as Therapists including monitoring supervision responsibilities delegated to other staff, monitoring workloads and identifying training needs.
* To organise staffing timetables and ensure adequate cover is always in place when staff are off sick.
* To work with other staff of the School on the development of a staff training framework.
* To chair the Teachers/faculty meetings and work with Teachers and other staff to set priorities for the work of in the school.
* To ensure staff compliance with organisational policy and procedures and to initiate and conclude formal and informal disciplinary, capability, absence management and grievance processes as required.

1. **FINANCIAL MANAGEMENT**
* To contribute to School management decisions on the establishment of priorities for expenditure across the whole school.
* To prepare and submit a draft budget for the school on an annual basis to the CEO.
* To ensure that delegated expenditure budgets are monitored and that expenditure stays within agreed budget parameters.
1. **RESOURCE MANAGEMENT**
* To ensure staff have sufficient, appropriate and good quality resources in classrooms and specialist areas.
* To produce an annual plan for the decoration and maintenance of the school buildings, and for the purchase and renovation of furniture and fittings, and to implement, monitor and evaluate the plan.
* To ensure that the school fully complies with health and safety, insurance, employment, other relevant legal requirements and to ensure all necessary records are kept.
* To ensure that the administration of medication, when necessary, is carried out both safely and in line with statutory requirements.
* To ensure that all pupils have a nutritious and balanced diet and ensure that all necessary records are maintained.
* To ensure that all school staff are trained in fire safety practice, hold regular practices and ensure that all equipment is tested and records maintained.

 **G. LEARNING AND DEVELOPMENT**

* To receive regular supervision from the CEO.
* To participate in an annual appraisal by the CEO and governors as appropriate.
* To undertake such professional and managerial development as is agreed at appraisal or in supervision.

**H. OTHER**

* To be ‘on call’ to cover emergencies out of hours as required.
* Such other duties as the Company may from time to time require.

*This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*