

Leicestershire Communication & Interaction School

Job Description :

Headteacher Designate Leicestershire Communication And Interaction School

The Headteacher Designate is required to carry out the duties of a Headteacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers' duties set out in that document. This job description will be reviewed annually in response to School Improvement Priorities and the full establishment of the Leicestershire Communication and Interaction School.

Purpose

- To provide clear vision, leadership and strategic direction to ensure that the Leicestershire Communication and Interaction School becomes an outstanding school which inspires and motivates both pupils and staff
- To demand ambitious standards and high expectations for all pupils, overcoming identified difficulties, disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- To lead and manage the school in an inspirational manner which delivers the agreed vision of the wider Trust
- To work closely with the CEO and fellow school leaders in the Academy Trust to establish a culture that promotes excellence, equality, high expectations and aspirations of all students, enabling rapid and sustained progress
- To share in the development of a Trust ethos that enables everyone to work collaboratively, share knowledge and understanding and celebrate success
- To work with the Trust, Local Governing Body, key stakeholders and the school community to embed the Trust vision and strategic school plan, ensuring they are clearly articulated, shared, understood and effectively acted on by all.

Strategic Direction and Development of the School

- To develop and implement robust school self-evaluation and quality assurance procedures and ensure that these are regularly reported to the CEO, the Trust Board and Local Governing Body
- To develop and implement an improvement plan, underpinned by sound financial planning, which identifies the priorities, actions and targets that will guide the school on its journey to 'exceptional' in all areas
- To ensure that the school complies with the statutory requirements that promote equal opportunities for all through a culture of inclusion and achievement
- To evaluate the school's performance by using data analysis to effectively drive whole school continuous and sustained improvement and identify priorities for improvement
- To promote excellent behaviours and positive attitudes to school life

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- To demonstrate an unrelenting commitment to providing the best educational experiences and opportunities for pupils
- To be responsible for safeguarding and promoting the welfare of the pupils
- To work strategically with the CEO, the Trust Board and local authority to support the development of the school
- To create a culture and ethos of challenge and support in which all children can achieve success and be engaged enthusiastically in their own learning
- To work alongside the local governing body and Trust in implementing Trust procedures and policies
- To ensure that the management, finance, organisation and administration of the school, supports its vision and aims
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success
- To create and maintain an environment which promotes and secures outstanding teaching, effective learning, high standards of behaviour, progress and attainment and a passion for learning
- To promote excellence, equality and high expectations of staff and pupils and carry out day to day management of the school
- To present accurate reports of the school's performance that are appropriate for a range of audiences including parents, governors, the Trust and Ofsted
- To determine and implement policies which promote self-discipline, excellent conduct and behaviour
- To attend and present detailed and accurate reports to Local Governing Body and Board meetings and any relevant sub committees
- To ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- To develop effective partnerships with parents/carers to support and improve students' achievement
- To promote the school by developing effective relationships in the wider community.

Teaching and Learning

- To effectively manage teaching and learning to further raise outcomes
- To overview the curriculum and accreditation to provide a bespoke and personalised learning programme for every pupil in the school
- To ensure the curriculum is broad and balanced and tailored to the needs of pupils; effectively promote literacy and numeracy skills; deliver aspirational outcomes
- To ensure all pupils consistently make progress
- To keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes
- To promote pupils' social, moral, spiritual and cultural development and ensure pupils build their knowledge, skills and competencies to make suitable career choices

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- To work collaboratively with a range of local schools, mainstream and special.
- To ensure that pupils receive consistently good and better teaching and learning
- To monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils to secure rapid school improvement
- To ensure an effective and accurate method of reporting which ensures parents are well informed about their child's progress and how they can support this at home
- To ensure a robust and effective assessment, monitoring and tracking system which is used to support children's progress and achievement
- To continually monitor and evaluate the performance of the school and ensure continuous improvement.

Leading and Managing Staff

- To promote a culture that promotes excellence, equality, high expectations and aspirations of all pupils
- To recruit and lead an effective senior leadership team and other staff to deliver the education plan
- To ensure positive behaviour management and the development of a pupil focused and inclusive learning environment and attendance are outstanding
- To recruit, retain and deploy staff appropriately; establishing a rigorous, fair and transparent appraisal process valuing excellent practice and addressing any under performance
- To promote a strong and positive ethos which allows all members of the school community to achieve their full potential in a safe, effective and inclusive learning environment, with equality of opportunity for all.
- To lead, motivate, support, challenge and develop staff
- To give clear and ambitious leadership, educational direction and professional guidance through actively engaging staff and governors to develop and implement agreed aims and policies through an annual School Improvement Plan, in consultation with the CEO.
- To lead by inspiring, motivating and influencing staff and pupils, taking a lead role in maintaining the highest standards of teaching, learning, behaviour management and safeguarding
- To be an excellent role model for all members of staff and pupils in all aspects of school life
- To be a lead practitioner in the delivery of all school policies and practices
- To actively promote the aims of the school
- To forge and develop supportive relationships and positive liaison with parents, the community, other schools, the Local Authority and the various services and agencies which support the school, promoting links with industry and commerce
- To oversee the development and monitoring of systems to support The Trust's processes; admissions, annual review of Special Educational Needs, Personal Education Plans, Individual Education Plans, Behaviour Support Profiles and Risk Assessments
- To ensure high quality continuing professional development for all staff.

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Efficient And Effective Deployment Of Staff And Resources

- To work collaboratively with the Trust Business Manager to manage the school's financial and human resources effectively and efficiently to achieve educational goals and priorities and ensure value for money
- To set appropriate priorities for expenditure with the CEO, the Trust Business Manager and the Trustees to enable the school to secure its objectives
- To ensure the use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- To recruit, retain and deploy staff appropriately and managing their workload to achieve the vision and goals of the school
- To identify training needs related to the annual development plan and ensure the implementation of a programme of suitable CPD for education staff
- To lead the evaluation of behaviour plans and monitoring of the school behaviour policy and procedures
- To ensure that appropriate support systems are in place for Newly Qualified Teachers
- To have responsibility for leading and managing all staff and acting as a role model to ensure the highest standards are delivered always
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To acknowledge, share and promote excellence and develop effective team working.

General

All teaching staff are expected to meet the relevant National Standards of excellence for headteachers in addition to the job description detailed above

- To work collaboratively as a senior leader across the Trust as and when required. Ensure safeguarding and CP policies and procedures adopted by the Trust and governors are fully implemented and followed by all staff
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from the Chief Executive to undertake work of a similar level that is not specified in their job description
- Regularly review own practice, set personal targets, and take responsibility for own personal development
- Undertaking all the duties prescribed in the current School Teachers' Pay and Conditions document.
- To meet the relevant National Standards of Excellence for Headteachers at all times.

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Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position now only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your employment contract. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed change.