

Headteacher (Wilsic Hall School)  
Job Description

<b>Job Title:</b>	HEADTEACHER (WILSIC HALL SCHOOL)
<b>Service:</b>	Wilsic Hall School
<b>Responsible to:</b>	Assistant Director of Children's Services
<b>Responsible for:</b>	All staff employed at, or working at the School

**Brief description of job:**

The Headteacher is the senior professional and leads the teaching and learning provision in the school. The purpose of the role is to ensure that each child at the school receives a well-rounded and child-centred education in line with the agreed curriculum and their own individual personal learning and development needs in a school that is child-friendly, where children feel safe and secure and that is a safe and well equipped learning and working environment.

The Headteacher will be responsible for developing, supporting and monitoring the quality of teaching and learning throughout the school. They will establish a moral ethos throughout school, operate a clear inclusion agenda and comply with the SEND Code of Practice throughout school. The Headteacher will provide a high standard of leadership.

There is an expectation that the job holder will meet the Conditions of Employment of Headteachers as set out in the current School Teachers Pay and Conditions document and any subsequent editions or variations of the same, as they apply to the school.

**Duties and Responsibilities:**

- 1 To ensure the delivery of good quality, appropriate individual educational and skills programmes at an appropriate level for each child's assessed needs.
- 2 To safeguard and protect the well-being of all children as set out in Keeping Children Safe in Education (DfE 2019) and all other relevant regulations and guidance.
- 3 To positively represent the school and the wider Hesley Group to other agencies.
- 4 To manage spending within agreed budgets.
- 5 To manage the safety and suitability of school premises and direct resources appropriately.
- 6 To contribute towards the ongoing and future development of the School and Hesley Group as required.
- 7 To ensure the school is effectively administered and operates within the law, including the Education (Independent Schools Standards) Regulations 2014,

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which includes Regulation 12 of The Children's Homes Regulations (the protection of children standard), the SEND Code of Practice and all other relevant legislation and guidance.

**Key Result Areas:****1 To ensure the delivery of good quality, appropriate individual educational and skills programmes at an appropriate level for each child's assessed needs toward independence.**

- 1.1 Produce a School Curriculum Statement and Policy, which describes the programme of education to be provided and demonstrates how each element links to the objectives that the school has set for itself. This document should refer to preferred approaches to teaching and learning, clearly outline the arrangements for assessment, monitoring and record keeping, and set out all implications for resource management.
- 1.2 Ensure the existence of and share a coherent philosophy which underpins current practice and approach and that all the staff team understand and put into practice.
- 1.3 Ensure that the school has a well thought out daily routine that is sympathetic to the needs of children, is regularly followed and kept under review.
- 1.4 Establish effective management systems and processes to ensure that Hesley Group policy is followed. Ensure that all staff work in agreed ways as set out in the schools agreed systems, policies and within their copy of the Hesley Group Staff Code of Conduct.
- 1.5 Ensure a consistent approach and work proactively as a member of the Multi-Disciplinary Team.
- 1.6 Ensure children are supported to manage their behaviour in agreed ways as set out in their individual Positive Behaviour Support plans.
- 1.7 Ensure children are supported by all staff using their individual assessed and agreed communication needs and individual support plans.
- 1.8 Develop and publish detailed schemes of work, or guidelines, associated with particular areas of work.
- 1.9 Ensure that any such programme allows for a range of personal interests and abilities on the part of the children.
- 1.10 Ensure every child has access to any additional individual personal or emotional support that they need.
- 1.11 Ensure that children are supported to raise issues of concern.
- 1.12 Ensure that Hesley Group Complaints Procedure is known by all, and followed.

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- 1.13 Ensure strict adherence to the Wilsic Hall School Behaviour Policy and Hesley Group's policy on Positive Behaviour Support in Children's Services.
- 1.14 Develop and maintain positive, professional and supportive relationships with families of children in our schools.
- 1.15 Establish and maintain systems which ensure continuing contact and provision of updates between school and the child's family.
- 1.16 Communicate effectively with other agencies including the child's placing authority, the local safeguarding children's team and local health care services as needed.
- 1.17 Maintain and develop a system of assessment, monitoring and record keeping throughout the child's school career.

**2 To safeguard and protect the well-being of all children at school.**

- 2.1 To fulfil responsibilities as set out in Keeping Children Safe in Education (KSIE) (DfE 2019).
- 2.2 To understand and follow Fullerton House School's Safeguarding and Protection of Children Policy, Procedures and Guidance, which includes Keeping Children Safe in Education 2019 (KSIE) including the PREVENT Duty.
- 2.3 To liaise and work together with the managers and staff teams of the children's homes in which children at the school are accommodated.
- 2.4 To ensure safeguarding concerns are appropriately shared within and outside the organisation as set out in Wilsic Hall School procedures.
- 2.5 To seek advice and support as needed in a timely manner.
- 2.6 To undergo and refresh accredited designated safeguarding lead training as set out in KSIE.
- 2.7 To ensure all the school staff team have undertaken training as set out in KCSI.
- 2.8 To act as Designated Safeguarding Lead for the school.
- 2.9 To act as the Safe Recruitment Lead for all staff employed as part of the school team.
- 2.10 To communicate and work with, as needed, the local Children's Social Care Team, the Local Authority Designated Officer (LADO), the child's home authority Ofsted, and any other professionals.

**3 The Safe Recruitment and Management of staff.**

- 3.1 Liaise with the HR Department to ensure that accurate and up to date job descriptions and person specifications are in place for all employees.

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- 3.2 Follow the Hesley Group Recruitment and Selection, References, DBS and Equal Opportunities Policies and Procedures.
- 3.3 Liaise with the Recruitment Manager regarding the placement of advertisements for vacant posts.
- 3.4 Ensure that staff who have been shortlisted for any post are interviewed in accordance with the current written policy and determine the composition of the interviewing panel.
- 3.5 Appoint staff using only Hesley Group's current "offer of employment" letter and issue Written Statement of Particulars of Employment.
- 3.6 Carry out the induction process for those newly appointed staff for whom you are immediately responsible and ensure that it is carried out for all other new staff by their line manager and in accordance with Hesley Group's current centralised induction programme.
- 3.7 Ensure that staff know how they contribute to the organisation's success, checking and reinforcing this whenever possible.
- 3.8 Identify the training and development needs of those staff for whom you are immediately responsible and ensure that the training and development needs of all other staff are identified at their annual appraisal. Communicate to all staff, Hesley Group's commitment to develop employees and allocate time to meet training needs.
- 3.9 Train staff as appropriate and arrange for training needs of staff to be met once agreed, if possible.
- 3.10 Supervise and appraise those staff and arrange for training needs of staff to be met once agreed, if possible.
- 3.11 Lead the staff by example and by carrying out the following functions:
  - a) Delegate tasks to staff, monitor their performance, assess the outcome and provide accurate feedback in a manner which motivates them to improve their performance and/or want to undertake further tasks.
  - b) Motivate staff by delegating, supporting and setting targets with them, relating to their performance.
  - c) Share school-based problems and consult with staff as widely as is appropriate whenever possible, and involve them in decision-making.
  - d) Regularly show that you value staff through giving them time, offering counselling when appropriate, acknowledging and verbalising their strengths, attempting to understand their perspective and demonstrating loyalty to them.

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- e) Direct staff to undertake tasks, responsibilities, etc., as outlined in their job description.
  - f) Walk the job, visiting each area of the school and each section of staff at least weekly.
- 3.12 Deploy staff in such a manner as to make maximum use of their abilities and time in meeting the needs of the children and helping them achieve their agreed goals.
- 3.13 Manage grievances and complaints in the prescribed manner and in consultation, whenever appropriate, with other senior leaders.
- 2.14 Manage disciplinary matters in the prescribed manner and in consultation, whenever appropriate, with other senior leaders.
- 2.15 Ensure that all staff comply with the policies, procedures and guidance or other requirements as outlined in the Hesley Group Policy Manual on HG Infonet and in specific working practices which fall from those. Ensure each staff member has their own copy of Hesley Group Code of Conduct and Wilsic Hall School Safeguarding and Protection of Children booklet.
- 2.16 Communicate all matters of importance and/or interest to staff and the management teams in a clear, efficient and appropriate manner.
- 2.17 Ensure that all staff carry out their responsibilities in representing Wilsic Hall School and Hesley Group to outside agencies.
- 2.18 Maintain staff records in required format, attend meetings and present reports concerning staff and staffing matters as required.
- 2.19 Take steps to assure the health, safety and welfare of all staff and ensure staff understand their responsibilities in respect of their own health and safety and that of others.
- 2.20 Plan, and when appropriate, organise and chair meetings and take steps to ensure that all meetings are well run and fulfil their prescribed purpose.
- 2.21 Acquire the knowledge and skills to undertake the above tasks and keep abreast of developments within the field of management.
- 3 Representing the School and Hesley Group to outside agencies.**
- 3.1 Communicate courteously, clearly, accurately and regularly with families, Local Authorities, the local community and other outside agencies.
- 3.2 Ensure that regular contact is maintained with local press and that school successes receive appropriate publicity.
- 3.3 Maintain a smart, clean, well-groomed appearance and model high standards of conduct at all times.

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- 3.4 Attend and contribute positively towards relevant conferences, training courses, etc.
  - 3.5 Make every attempt to be available when required to discuss School or Hesley Group matters with third parties.
  - 3.6 Support the publication of a termly newsletter for the staff team and a separate one to parents/family/carers.
  - 3.7 Submit articles to relevant journals concerning good practice as appropriate.
  - 3.8 Acquire and maintain an up to date knowledge of developments within the field of education generally, and special needs education in particular.
  - 3.9 Ensure that all visitors are greeted appropriately, and looked after well throughout their stay whilst maintaining the privacy and dignity of children.
  - 3.10 Speak to groups and visitors to promote understanding and support for the work of the school and its contribution to society.
  - 3.11 Attempt to be punctual for all appointments.
  - 3.12 Respond promptly to all communications.
  - 3.13 Follow up telephone conversations and face to face discussions with e-mail/letters where appropriate.
  - 3.14 Arrange meetings and events and open days involving representatives of outside agencies as needed to develop positive community relationships.
  - 3.15 Organise fund raising events for chosen charities.
  - 3.16 Maintain an up to date mailing list and ensure that all named are kept in touch with through a variety of means such as newsletters, Christmas cards, invitations to Open Days, Sports Days, etc.
  - 3.17 Monitor, review and develop contact with outside agencies.
- 4 Managing spending within agreed budgets.**
- 4.1 Ensure that accurate records are kept of all expenditure using agreed methodologies.
  - 4.2 Monitor spending throughout the year and act to prevent overspending, where possible.
  - 4.3 Delegate the responsibility for authorising payments within specified headings, to appropriate staff.

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- 4.4 Ensure checks are made to confirm or otherwise, that what has been paid for has been received.
- 4.5 Adhere to Hesley Group systems regarding invoices, petty cash and cheques.
- 4.6 Obtain quotes as required.
- 4.7 Check regularly that suppliers are offering the best combination of product, price and service available (best buying).
- 4.8 Act when necessary to ensure that there is no wastage (economising).
- 4.9 Plan for the following year's expenditure and additional requirements, from records, by estimating and consulting other staff.
- 4.10 Prioritise and adjust in order to keep spending within allocated budgets, e.g. major repairs, capital expenditure.
- 4.11 Review at least annually all aspects of the above.
- 4.12 Acquire the necessary knowledge to carry out the above tasks.
- 5 Managing premises and resources.**
  - 5.1 Assure the Health, Safety and Wellbeing of children, staff, contractors and visitors by following Hesley Group Health and Safety, IT and Facilities Policies and Procedures that relate to premises and resources.
  - 5.2 Ensure each child receives a nutritious and well-balanced diet in school and has access to food and drink when they need it.
  - 5.3 Ensure that food is stored and prepared using safe techniques that comply with Food Safety Act requirements as set out in Hesley Group policy.
  - 5.4 Maintain up to date plans of the building and grounds which show usage and details of prevention, detection and equipment for the fighting of fire.
  - 5.5 Maintain and regularly review the Disability Access plans and risk assessments for the school buildings.
  - 5.6 Ensure that systems operate which minimise the risk of damage to premises and resources.
  - 5.7 Ensure that a system exists and is known by all, for reporting promptly damage and faults, and that remedial action follows, as far as possible without delay.
  - 5.8 Maintain the buildings and grounds in a clean, tidy and litter free condition.
  - 5.9 Ensure that inventories and stock books are kept up to date, listing all furniture, fittings, stock, equipment and other resources.

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- 5.10 Ensure as far as practicable that all property which is removable is security coded.
- 5.11 Plan for the replacement, repair, renewal and refurbishment (due to wear and tear) of the premises, grounds and resources as appropriate, in detail for the year ahead and in outline for the following four years.
- 5.12 Regularly review the contribution which the premises, grounds and resources make towards achieving the aims and objectives of the school.
- 5.13 Develop and improve the premises, grounds and resources to maximise their potential in meeting children's needs.
- 5.14 Monitor the work of outside contractors and ensure that a good service is provided.
- 5.15 Walk the whole site at least every two weeks in order to assess the condition of the school premises and effectiveness of systems.
- 5.16 Liaise with the Estates and Facilities department as required.
- 5.17 Acquire the knowledge necessary to perform all the above functions.
- 6 Contributing towards the development of the School and Hesley Group.**
- 6.1 Put forward ideas for Hesley Group's Corporate Plan and make suggestions for improvement.
- 6.2 Carry out any responsibilities identified for Headteachers in the Corporate Plan.
- 6.3 Ensure that the mission statement, aims and objectives of the school are known and understood by all staff.
- 6.4 Carry out regular internal audits of all aspects of the school operation and compliance against the Education (Independent Schools Standards) Regulations 2014.
- 6.5 Draw up a School Improvement and Development Plan in detail for the next year and in outline for the following one based on the results of external and internal auditing and your own initiatives for development.
- 6.6 Take an active role in preparing for, contributing towards and responding to on-site and Operational Management Meetings and training events.
- 6.7 Pilot agreed initiatives within school report progress, results and recommendations to the Operational Management Meetings.
- 6.8 Be the focal point for innovative ideas in school by encouraging staff to consider ways in which the school or the wider Hesley Group might develop.
- 6.9 Acquire the skills and knowledge required to carry out the above tasks effectively.



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**7 The Effective Administration of the School.**

- 7.1 To ensure that staff know where they can find all Hesley Group policies and service's procedures and that they work to them.
- 7.2 To ensure that staff, in particular those with managerial or administrative jobs, are made aware of those policies pertinent to their roles.
- 7.3 To ensure that there is a system of self-auditing operating in the service, across all functions, which leads to continuous development.

**Health & Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use Hesley Group services.

**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Children's Workforce, a Teacher Prohibition Check.**

Prepared by Human Resources Department: ..... Date: 23 June 2020

Jobholder: ..... Signed: ..... Date: .....

Manager: ..... Signed: ..... Date: .....