



Penn Hall School

HEADTEACHER - SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

JOB TITLE: Headteacher

Job Purpose:

To work with the Executive Headteacher, Governing Board and Amethyst Academies Trust to ensure the very best education for the students, through achieving the organisation's aims and objectives. In particular, to lead the development of the quality of education, lead the development and application of all policies and lead the Senior Leadership Team and Middle Managers.

Main Duties /Responsibilities

ACCOUNTABLE TO THE GOVERNING BOARD FOR:

- Maintaining an ethos in which individuals feel valued and included and where personal endeavour and responsibility are fostered, within the overall context of the school's commitment to high achievement, effective teaching and learning and good relationships
- sustaining the aims and objectives of the school, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- working to maximise students' progress towards their full potential
- liaising with the stakeholders to support school improvement

LEADERSHIP

- ensure the maintenance of high-performance standards
- ensure that the specialism of the school underpins and shapes all strategic leadership responsibilities
- strive to achieve all school targets
- ensure that the school is a self-evaluating institution with a robust system of quality assurance
- delegate professional duties to the Deputy Headteacher in the event of your absence from the school

MANAGEMENT

Implement the school performance management process, to ensure:

- the annual performance management of all staff
- consistently high levels of performance and commitment from all members of staff
- appropriate opportunities for professional development for all staff
- challenge underperformance at all levels with effective corrective action
- build and maintain excellent relationships with the school stakeholders
- ensure high management standards of staff so that their contribution to the work of the school is developed and maximised
- lead the school Development Improvement Planning process with Governors and senior leaders
- manage the school involvement in relevant networks
- oversee the school review process
- lead, manage and support all managers
- manage resources and allocate them to support effective teaching and learning
- take responsibility for the day-to-day running of the school as appropriate

CURRICULUM

- develop and maintain an appropriate and inclusive curriculum, designed to reflect the best current educational thinking, practice and research
- make sure governors, parents and students are well informed about curriculum attainment and progress
- maintain good collaborative arrangements in order to maximise students' access, choice and opportunity
- translate the curriculum plan into an effective school timetable by liaising with the Senior Leadership Team
- lead the school in its designation to ensure it underpins all areas of the school and enriches the lives of the students physically, emotionally and academically
- keep up-to-date with developments within Special Schools , and liaise with all relevant outside agencies
- Ensure governors are informed as to how Performance Management informs school improvement and identifies training needs.

TEACHING AND LEARNING

- make sure teaching and learning reflects the special nature of the school and ensures the highest standards in every students' learning
- develop and maintain high quality transition throughout school, with curriculum continuity and maximised student progress
- ensure a consistent and continuous focus on students' achievement, with systems for recording individual pupil's progress, and effective use of data and benchmarks to monitor progress in every student's learning
- monitor, evaluate and review classroom practice and promote improvement strategies
- Ensure governors are informed as to the quality of teaching and learning and how Pay Progression is managed

- give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on students' learning
- undertake, if necessary, a teaching commitment at a level consistent with the needs of the school and the demands of the post
- participate in appropriate meetings with colleagues and parents relating to the above duties

DEPUTY DESIGNATED SAFEGUARDING LEAD

- Deputise on all areas of Safeguarding to the Designated Safeguarding Lead
- Ensure the Central Record is continually updated and checked
- possess the skills and ability to identify abuse
- know how to refer concerns to the appropriate investigating agencies
- maintain detailed and accurate written records of child protection concerns
- support, advise and share expertise with all members of the school staff
- ensure staff members have access to and understand the school's safeguarding policies and procedures, and any local procedures
- ensure child protection training is part of the induction for all new staff and that relevant training is provided where necessary
- support the DSL with annually reviewing and updating the school's safeguarding policies and procedures in light of any new guidance, and present them to the Governing Board for approval
- provide a copy of the child protection policies and procedures to parents who request to see them
- contribute towards local child protection policy and groups by actively attending and contributing to meetings
- provide written reports to the Governing Board in a timely manner
- ensure that the Governing Board is updated on a regular basis regarding all child protection issues and investigations
- ensure that relevant safeguarding files are copied and forwarded, in line with data protection law, when a pupil transfers to another school
- Review and monitor a caseload of students for any causes of concern relating to pupils
- work with Governors to provide ongoing quality updates of their knowledge, skills and learning regarding up to date Safeguarding training

HEALTH AND SAFETY

- ensure that the School complies with national and local health and safety legislation and procedures
- ensure, as far as is reasonably practicable, that the school premises and any plant or substances used therein are safe and present no risks to the health of anyone using them
- ensure robust health and safety policy and procedures are in place and understood by all members of school staff
- provide a copy of the health and safety policies and procedures to parents who request to see them
- take responsibility for closing the school where health and safety concerns require it
- order contractors to cease working where health and safety concerns require it

- in collaboration with the Site management team, ensure that the school's facilities and assets, including all electric, gas and water facilities, meet legal requirements and remain safe to use
- take responsibility for the health and safety of all staff, pupils and visitors on a day-to-day basis
- delegate selected responsibilities as necessary to ensure the timely delivery and implementation of policy and to ensure records, checklists, risk assessments and guidance documents from local and national sources are up-to-date

FINANCE

- Manage the finances of the school, setting budgets, supervising the deployment of resources and monitoring the way money is used to ensure the best principles of Best Value are adhered to.
- Set budgets, monitor and evaluate progress
- Report to Governors at Finance sub Committee
- Improve the level of finances available to the school to support children's' learning whenever possible
- Manage external monies coming into the school
- Put in place systems for managing and monitoring school fund account(s)
- Consult with senior colleagues, Governors and LA officers to maximise the effectiveness of the school's finances in providing appropriate resources to support children's learning.
- To participate in Benchmarking exercises to look for Best Value

PARENTAL SUPPORT

- Communicate with parents effectively
- Review children's progress with parents in a positive and meaningful way.
- Be able to support parents when they are confronted with difficult situations in their children's lives and be able to enter into dialogue with the parents on areas of difficulty in a sensitive and constructive manner.
- Develop closer links with families by developing appropriate channels of communication
- Help families in difficulty, find the right professional help to support them and when appropriate ensure that other professionals support adequately those families in need
- Establish a good rapport with families for mutual benefit and support
- Work with governors to quality assure good communication with parents
- Seek at all times to maintain an ethos in which families and partners are engaged in the care and education of their children

Special Conditions of Employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p>

If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Chair of Governors of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity

Penn Hall School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Penn Hall School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

This job description was written at a specific point in time and may be subject to change as required. It is not an exhaustive list of all the responsibilities required and additional requirements will be expected as necessary

Signed _____ Headteacher

Signed _____ CEO