



Job Description

Head Teacher

Job details

Salary: Based on skills and experience

Hours: 40 (or pro rata)

Contract type: Full-time / permanent

Reporting to: Regional Operations Lead

Main purpose

Supporting the Spaghetti Bridge strategic vision, provide leadership, vision, direction and management of the School; motivating and inspiring the team to ensure that all education and care needs of the children and young adults are fulfilled through our Enterprise Learning approach.

Follow the Spaghetti Bridge strategic direction and ensure all business targets and budgets are met using a bespoke systematic and system led approach

Establish a culture that promotes excellence, equality, and high expectations of attainment for everyone empowering and enabling them to make positive choices about their own lives

Key Accountabilities

- To take full delegated authority for the overall leadership and success of the School.
- Develop and implement strategic and operational plans designed to maximise opportunities for children and young adults which are inclusive, and community based through our Enterprise Learning approach
- Develop, promote, and maintain positive and co-operative relationships with all stakeholders and interested parties, internally and externally.
- Create a learning culture which enables the highest possible quality of care, education and supporting services to be delivered
- Deliver cost effective and good value services that deliver to the quality and commercial requirements of the business.
- Ensure that the schools culture aligns with Spaghetti Bridge values

Key Duties

Leading and Managing:

- Ensure the school culture and working practices are in line with Spaghetti Bridges vision, policies and processes
- Be a visible presence within the school day to all staff and students
- Lead, manage and motivate the senior leadership team and with and through them the whole staff team.
- Ensure a comprehensive, relevant, and robust development plan is in place, communicated and owned, and which is updated regularly based on rigorous self and external assessment.
- Ensure the development and maintenance of quality standards in all areas which support the development of each child/adult.
- With Heads of Department, ensure all aspects of the provision effectively meet the needs and aspirations of all children and/or adults.

- Ensure the appropriate recruitment and deployment of the staff team-track and monitor this area for trends
- Ensure the effective supervision, assessment, appraisal, and overall performance management of the staff team which supports the retention and development
- Meet business development targets, supporting income generation and capex expenditure plans, balancing growth, and the protection of quality
- Provide leadership and direction for financial and asset probity and control.
- Ensure KPI monthly reporting is completed to a high standard with clear descriptions of current trends and actions

Relationship Management and Communication

- Establish local partnerships (e.g. schools/colleges and community groups) to ensure maximum opportunities.
- Establish and maintain positive and proactive relationships with parents, carers, local authorities and other external stakeholders and third parties.
- Ensure communication with all is positive, responsive and timely

Leading learning and development:

- Ensure the implementation and ongoing review of the Enterprise Learning which meets the needs and aspirations of students.
- Monitor, evaluate and review practice, ensuring it is effective, current and evidence based and meets the needs and aspirations of the children and young adults.
- Ensure that information and data is gathered, recorded, and used appropriately to drive improvement and track progress.
- Challenge and work with others to improve underperformance at all levels.

Infrastructure:

- Work with own team, wider Spaghetti Bridge team and 3rd parties to ensure buildings, vehicles and equipment are effectively maintained, repaired and are fit for purpose within budget
- Identify future required capex, providing business case and risk assessments as necessary
- Effectively train self and team for the effective use of management information systems
- Ensure that the Beautiful School Policy and guidance is followed and maintained

Develop self and working with others:

- Develop and maintain effective systems and procedures for staff induction, professional development, and performance review.
- Ensure all staff are working collaboratively and learn from each other to achieve agreed outcomes
- Develop, model, and maintain a culture of high expectation and achievement.

Securing accountability and viability:

- Ensure the safeguarding, health, safety, and welfare of all, ensuring key people are appropriately trained and all processes and procedures are followed.
- Ensure staff accountabilities are clearly defined, understood, agreed and met by all.
- Work with senior leaders and group support members to ensure that all statutory and regulatory requirements are met.
- Ensure financial viability and meet business targets by careful budget control, effective planning and deployment of innovative approaches and solutions.

Risk Management:

- Ensure KPIs are submitted by 5th of each month
- Ensure that each KPI is checked and contextualised
- Ensure that each KPI is ready to be discussed (month in arrears) at the Regional Performance Meeting
- Ensure that Bridgelink use and service data is consistent, high quality and is used to impact student outcomes
- Ensure that as part of the SLT you champion identifying and reducing risk at all opportunities

- Ensure that each service risk is assessed and;
 - Each risk is applied appropriately and proportionally to the Risk Register
 - Each risk is discussed with your regional Operational Lead
 - Each risk is assigned a risk holder
 - Each risk is managed and regularly reviewed
 - Each risk is challenged to ultimately mitigate and close the said risk.

Quality Assurance and School Improvement:

- To ensure that a School Development Plan is in place and fit for purpose
- To ensure that the SDP is regularly reflected upon and updated
- To ensure that the Quality Assurance Cycle is fully implemented within the school
- To ensure that the QA Cycle is adhered to by key members for the school SLT
- To ensure all the above is done to agreed timelines
- To challenge for a culture of accountability
- To encourage and champion use of the Low Level Concerns (LLC) system

Estates and building security

- Maintain overall accountability for estate management and building security at the site level, ensuring compliance with organisational policies and statutory requirements.
- Provide support and guidance to the Business Manager in their role managing the Estates System, ensuring they have the necessary resources and training to fulfil their responsibilities effectively.
- Ensure that all statutory and non-statutory compliance activities, such as PPM (Planned Preventative Maintenance) works and safety inspections, are carried out as required and documented in the Estates System.
- Monitor that the site adheres to building regulations, conservation area restrictions, planning permissions, and other relevant legal requirements, taking corrective actions when necessary.
- Lead and maintain building security procedures, including the management of access control, emergency response plans, and regular safety drills in collaboration with the SLT and site team.
- Ensure that the Estates System is used effectively to manage any security-related maintenance jobs, incidents, or upgrades, and that these are logged and resolved promptly.
- Assess potential risks related to building security and maintenance, working with the Business Manager and Caretaker to develop action plans and mitigate risks promptly.
- Review and approve reports generated by the Estates System, ensuring the accuracy of the data and that any identified risks or issues are addressed.
- Coordinate with the Estates Lead and other key stakeholders to ensure effective communication regarding the site's maintenance and security needs.
- Ensure that the SLT and site team are informed about ongoing estates and security activities, enabling a proactive approach to building management.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Operations Director.

Last Reviewed:- October 2024

Signed: _____

Name: _____

Dated: _____

Person specification

Criteria	Qualities
<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Educational Background: <ul style="list-style-type: none"> ○ A relevant degree or working towards (e.g., in Education, Leadership, or a related field). ○ Qualified Teacher Status (QTS) or equivalent. ● Professional Development: <ul style="list-style-type: none"> ○ Evidence of continued professional development in leadership and management. <p>Desirable</p> <p>Postgraduate Qualifications:</p> <ul style="list-style-type: none"> ● A Master's degree in Education or Leadership. <p>Professional Membership:</p> <ul style="list-style-type: none"> ● Membership in relevant professional organisations (e.g., NAHT, ASCL)
<p>Skills and knowledge</p>	<p>Skills</p> <ul style="list-style-type: none"> • Exemplarily leadership that develops high performing teams through a coaching and collaborative approach • Strong commercial skills demonstrated through organisational understanding, being able to • recognise opportunities, market awareness, understanding the needs of our customers and • the communities we serve and be able to make good decisions to improve what we do • Result focus; the ability to work proactively, plan, organise, optimise resources and complete • targets within agreed timescales • The ability to communicate effectively at all levels (both orally and in writing) and to build effective working relationships internally and externally • Problem solving skills sufficient to resolve complex matters often with conflicting requirements • Ability to demonstrate effective people management skills through delegating, empowering, motivating, and coaching managers and staff • Networking, influencing and negotiation skills • Effective budget and resource management • Proficient in the use of Microsoft Word, Excel and PowerPoint • Ability to lead and manage change effectively within a school environment. <p>Experience</p> <ul style="list-style-type: none"> • Successful track record at senior management level in Education, social care or child care and leadership role across multi-disciplinary teams • Experience of working with and providing successful outcomes and development for people with learning disabilities and/or Autism and associated challenges • Experience of managing multiple stakeholder relationships including collaborating with local Authorities, Commissioners, families, internal and other stakeholders • Experience of effectively managing change and delivering service improvements within budget • Experience managing multiple sites is desirable but not essential • Project management skills and experience to deliver projects on time and within budget.