



Woodfield School

Headteacher of Woodfield School	
Job Description	
Job Title:	Headteacher
Responsible to:	The Governing Body of Woodfield School
Salary range:	L21 – L27
Responsible for:	The headteacher carries out duties in line with the conditions of employment as set out in the current <i>School Teacher's Pay and Conditions</i> document, the <i>National Standards of excellence for Headteachers</i> and the policies and procedures of the Governing Body.
Statutory	
1	To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2	To work within the National Standards for Headteachers as published by the DfE.
3	To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4	To promote and safeguard the welfare of all children and young people within the school.
Main Purpose	
<p>The headteacher will:</p> <ol style="list-style-type: none"> i. Set and sustain the school's values, ethos, strategic direction and vision together with the governing board and through consultation with the school community of students, staff, parents and other stakeholders. ii. Create a healthy and safe space for learning. iii. Develop and monitor the quality of teaching. iv. Establish and oversee systems, processes and policies so the school can operate effectively. v. Identify problems and barriers to school effectiveness. vi. Implementation of improvement strategies, which lead to sustained school improvement over time. vii. Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely and appropriately sequenced. viii. Monitor progress towards achieving the school's aims and objectives. ix. Allocate financial resources appropriately, efficiently and effectively. 	



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Qualities
<p>The headteacher will:</p> <ol style="list-style-type: none">Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.Build positive and respectful relationships across the school community.Serve in the best interests of the school's pupils.
Duties and responsibilities
School culture
<p>The headteacher will:</p> <ol style="list-style-type: none">Create a culture where pupils experience a positive and enriching school life.Uphold ambitious educational standards to prepare pupils from all backgrounds and levels of ability for their next phase of education and life.Ensure a culture of high staff professionalism.Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
Wellbeing and behaviour
<p>The headteacher will:</p> <ol style="list-style-type: none">Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupilsEnsure high standards of pupil behaviour and conduct in accordance with the school's wellbeing and behaviour policyImplement consistent, fair and respectful approaches to managing behaviour using a trauma informed approach.Ensure that adults within the school model and teach the behaviour of a good citizen.
Teaching
<p>The headteacher will:</p> <ol style="list-style-type: none">Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines and specialist methods of teaching.Ensure effective use of formative assessment to inform approaches for pupil learning.



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Curriculum and assessment

The headteacher will:

- i. Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- ii. Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- iii. Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- iv. Adapt teaching and curriculum approaches in line with research and best practice.
- v. Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- i. Promote a culture and practices that enable all pupils to access the curriculum and learn effectively.
- ii. Have ambitious expectations for all pupils with a wide range of additional and special educational needs and disabilities.
- iii. Ensure the school works effectively with parents, carers and professionals to provide support and adaptation where appropriate
- iv. Ensure the school fulfils statutory duties with regard to the SEND code of practice.

Managing the school

The headteacher will:

- i. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.
- ii. Ensure staff are deployed and managed well with due attention paid to workload.
- iii. Ensure rigorous approaches are in place to identify, manage and mitigate risk.
- iv. Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds and adherence to the school's Financial Procedures Policy.
- v. Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.



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Professional development
<p>The headteacher will:</p> <ol style="list-style-type: none">i. Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of the school, whole-school improvement, team and individual needs.ii. Keep up to date with developments in education.iii. Seek training and continuing professional development to meet own needs.iv. Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.v. Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
Governance and accountability
<p>The headteacher will:</p> <ol style="list-style-type: none">i. Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibilityii. Establish and sustain professional working relationship with those responsible for governance.iii. Ensure that staff know and understand their professional responsibilities and are held to account.iv. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
Working in partnership
<p>The headteacher will:</p> <ol style="list-style-type: none">i. Work successfully with other schools and organisations.ii. Ensure effective working relationships with its partner mainstream secondary school.iii. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils in a climate of mutual challenge and support.iv. Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community.

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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time after consultation with the post holder and will be reviewed annually.



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Headteacher Person Specification			
<p>The following outlines the key skills and experience we are looking for in the Headteacher of Woodfield School and our selection decision will be based on the criteria detailed within this document. The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.</p> <p>Please ensure when completing your application that you address the relevant criteria as indicated below in the method of the assessment column. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. The supporting statement should be no more than three pages long.</p>			
Essential Requirements			Form Of Assessment
Qualifications and Experience			
1	Qualified Teacher Status.	E	A
	Senior Leadership Development (e.g., National professional qualification for headship (NPQH))	D	
	Up to date safeguarding training (e.g., DSL and safer recruitment training)	E	
2	Further relevant professional/academic study and evidence of continuous professional development.	E	A
3	Successful senior leadership and management experience in at least one special school for a minimum of five years	E	A / I / T
4	Involvement in school self-evaluation and development planning.	E	A
5	Demonstrable experience of successful line management and staff development	E	A / I / T
Shaping the Future			
6	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community.		A / I / T
7	Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way.		A / I / T
8	The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.		A / I / T



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9	A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning.		A / I / T
Pupils and Staff			
10	Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.		A / I / T
11	Significant experience in evaluating and using data to plan and improve pupil performance.		I / T
12	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.		I / T
13	A commitment to valuing, supporting and encouraging the professional development of all staff members.		I / T
Systems and Process			
14	An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.		I / T
15	Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium.		I / T
16	A clear understanding of and commitment to promoting and safeguarding the welfare of children.		A / I / T
Strengthening the Community			
17	Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.		A / I / T
18	A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.		I / T



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Personal Qualities			
19	Commitment to uphold the 7 principles of public life at all times – The Nolan Principles.		A / I / T
20	Ability to work under pressure and prioritise effectively		A / I / T
21	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives.		I / T
22	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents.		A / I / T
23	The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.		A / I / T
24	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position		A / I / T
A = Application		I = Interview	T = Task

Closing date for applications: 6pm, 14th January 2024

Interviews: 19th January 2024

Start date: 1st September 2024

We strongly recommend a visit to find out more about this exciting opportunity. Please contact Natasha Luff, HR Officer on nluff@woodfield.surrey.sch.uk to arrange a visit.

Safeguarding Statement:

Woodfield School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.