



## **JOB DESCRIPTION FOR**

### **Headteacher**

#### **ACCOUNTABLE TO**

The Directors/School Proprietor

#### **LINE MANAGER**

School Proprietor

#### **HOURS OF WORK**

40hrs per week

# Headteacher Job Description

## Primary Task of The Amicus Community

We work with children who have been seriously disturbed by early environmental failure to such an extent that their corresponding behaviour is unmanageable in ordinary homes and schools. The task is to provide a highly supervised and planned environment that integrates residential care and education and is underpinned by a rigorous therapeutic model and understanding. The aim is to help children understand the impact of their pasts and corresponding behaviours and feelings. Enabling them to manage healthy relationships, through which they can achieve the trust and self-esteem essential for their eventual reintegration into the community.

## The role of the Headteacher

The Headteacher's role is to lead The Amicus School both strategically and operationally, achieving its various short-term goals and helping to shape and create its future vision. Essentially, the Headteacher is responsible – and accountable – for ensuring the school's educational, therapeutic, pastoral and financial success, as well as the high quality it seeks to provide in everything it does.

The following is a summary of the full job description, which contains all the usual expectations of the Headteacher of an excellent school. The specialised therapeutic nature of the school adds another dimension, as does the unique cohort of young people who have experienced profound early environmental failure.

## Strategic direction

- Lead all staff and pupils with inspiration and passion, as the heart, soul and champion of the school's ethos and its ambition for each pupil and each staff member
- Fully engage in the primary task and its inherent values and attitudes through developing a therapeutic model of teaching and learning and working cooperatively with colleagues.
- Ensure that the school is managed in accordance with good psychodynamic therapeutic principles of education and practice.
- Ensure the school is managed and run in accordance with the Education Act and Ofsted requirements.
- Ensure that all pupils achieve as much as possible in academic areas and also in their therapeutic and personal development
- Ensure that the school provides a safe, nurturing and highly professional environment and that the pupils' happiness and well-being are paramount at all times
- Develop an effective partnership with the Strategic & Clinical Director to ensure that plans and budgets meet strategic needs and that financial goals are achieved

## Leadership & Management

- Lead and manage all staff and strengthen and develop individual and team abilities
- To proactively keep up to date with national developments and regulatory requirements in both education, safeguarding and therapeutic practice
- To evaluate, evidence and track the attainment and progress of students and raise levels of achievement.
- To oversee the reporting children's Statutory/ Annual Reviews and PEPs
- Manage the school so that it is efficient and gives excellent value, balancing educational and therapeutic desirables with financial and operational judgement

- To establish links between the home and the local community including organisations and mainstream schools that will support and benefit the children and enable them to be integrated into the whole community.
- To plan, facilitate and chair relevant meetings.
- To ensure the school is adequately and safely staffed and to oversee and support the education staff.
- To hold termly Line Management Supervisions of staff
- To liaise with the Social Workers, Link Workers and sometimes the families and any other involved professionals in aspects concerning the children's education.
- To contribute in the planning of the children's Statutory/ Annual Reviews and PEPs. Including all necessary planning of the day itself and all Amicus educational reports.
- To be involved in the interviewing and selection of educational staff within the school.
- To attend and contribute to community management meetings

### **Therapeutic Practice**

- To implement a model of therapeutic teaching and learning which supports and engages pupils and enables them to develop; socially, emotionally. Intellectually, physically and raise their self-esteem.
- To be committed to an understanding of psychoanalytic theory, its application in the underpinning of the children's education, care and treatment and the staff team's practice and care of children.
- To be willing to attend one's own regular professional psychoanalytic therapy
- To attend relevant community meetings and regular ongoing Supervision.

### **Teaching & Learning**

- Maintain and enhance the school's broad, versatile and integrated approach to academic education and personalised therapies
- To design, plan and equip the school environment to motivate and stimulate children.
- Encourage adventurous teaching and learning and foster a love of exploration and self-discovery among the pupils
- To design and deliver an appropriate curriculum for pupils with diverse needs, which meets the requirements of the National Curriculum and other statutory requirements.
- To oversee the development of schemes of work that motivate and excite children and provide a range of activities which enable them to develop and extend their range of skills
- To develop an evidence base of achievement and attainment for each student and the class group across the curriculum.
- To have high expectations of all children and support them in raising their achievement through quality teaching.

### **Student personal development, behaviour & welfare**

- To take on the role of Deputy Designated Safeguarding Lead, ensuring duties are carried out according to the role
- To be aware of child protection and safeguarding procedures and implement this in practice
- To assess and review risks and write up risk assessments.
- To work with other staff members at Amicus to provide essential and appropriate boundaries
- To support children in developing their ability to manage themselves.

## **Communication and marketing**

- Create a visible and friendly image as the knowledgeable and inspirational leader of a therapeutic specialist school
- Develop excellent relationships with parents, local authority customers, the local community and the wider public
- Take the lead on developing student numbers and in accepting referrals and admissions for children into the school
- Build the school's reputation and profile

## **Support to Directors & Advisory Board**

- Ensure compliance through effective policies and practices
- Work closely and effectively with the board of advisors
- Providing timely and comprehensive reporting and professional advice and recommendations on all aspects of the school including Student Outcomes and the Quality of Teaching, Learning and Achievement
- Develop future plans and make them happen
- To be available for rostered on-call duties when required

## **Personal Attributes**

- To ensure equality of opportunity
- To demonstrate a commitment to personal and professional development through training.
- To participate in the internal staff training programme
- Have High Standards of Education and Care
- To be creative and resilient in problem solving, with an ability to recognise the unique challenges of working with young people with complex developmental trauma