



Heltwate School

Headteacher.

Job Description

Agreed by Board Feb 2024

Job Title: Headteacher

Reports to: Chair of Governors

Salary Scale: Leadership Pay Group 6 £77,195 L21 - £107,700 (L35)
Salary range dependent on experience

Duration: Permanent

Statutory Employer: Peterborough City Council.

Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

This job description is based on the Headteachers' standards 2020 and the Key for school's model Job description.

The Headteacher will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation and Headteachers Standards 2020.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management, and administration of the school, subject to any policies which the Department for Education and Skills and the Governors may make.

The job description is subject to annual review.

Main purpose

The headteacher will:

- Together with the governing board and through consultation with the school community, establish and sustain the school's ethos and strategic direction, ensuring continuous school improvement.
- Establish and oversee evidence informed strategies, systems, processes, and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that

are realistic, timely and suited to the school's context.

- Make sure these school improvement strategies are effectively implemented and monitored.
- Allocate financial resources appropriately, efficiently, and effectively.
- The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people by undertaking the duties of the Designated Child Protection Lead.

As referred to in Annex C of the DfE document Keeping Children Safe in Education Sept 2023, the broad responsibilities of the designated safeguarding lead are:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Qualities

The headteacher will:

- 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.
- Think strategically, communicate and building a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards to prepare pupils from all backgrounds for their next phase of education and adulthood.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum, and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all pathways, subjects, and phases, based on evidence informed understanding of effective teaching and how children learn.
- Ensure teaching is underpinned by subject and SEND expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.

- › Establish curriculum leadership, including effective subject leaders with relevant expertise and access to professional networks and communities.
- › Use valid, reliable, and proportionate approaches to assessing pupils' achievements and understanding of the curriculum.
- › Ensure the use of evidence-informed approaches to communication so that all pupils are taught appropriate strategies for their needs. For example, this includes having regard to legal requirements and pupil's abilities regarding reading.

Additional and special educational needs (SEN) and disabilities

The headteacher will strive to Improve the Life Chances of Children and Young People by.

- › Holding ambitious expectations for all pupils with SEN and disabilities.
- › Promoting a culture and practices that enables all pupils to access an appropriate curriculum.
- › Making sure the school operates effectively in partnership with parents, carers and professionals to meet additional needs and provide support and adaptation where appropriate.
- › Making sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- › To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- › Ensure staff and pupils' protection and welfare, through effective approaches to safeguarding, as part of a duty of care. undertaking the duties of the Designated Child Protection Lead
- › Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds.
- › Manage staff wellbeing with due attention to workload.
- › Prioritise, plan, and organise themselves and others.
- › Ensure rigorous approaches to identifying, managing, and mitigating risk.

Professional development

The headteacher will:

- › Ensure staff have access to appropriate, high quality professional development opportunities, balanced to whole school improvement, team, and individual needs with a specific focus on SEND.
- › Keep up to date with developments in education.
- › Ensure training and continuing professional development is effectively planned, delivered, and evaluated.
- › Make sure professional development opportunities draw on experts both within, and beyond the school.

Governance, accountability and working in partnership.

The headteacher will:

- › Understand and welcome the role of effective governance, including accepting responsibility.
- › Ensure that staff understand their professional responsibilities and are held to account.
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- › Work successfully with other schools and organisations in a climate of mutual challenge and support.
- › Forge constructive relationships beyond school. Working in partnerships with parents, carers, the local

community, and the Local Authority. Develop relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

- Work with the governing body to develop a staff who have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people.
- Recognise the role parents, carers and families play in helping children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National Professional Qualification for Headship (NPQH) or equivalent experience. • Specialist SEND qualification. • Up to date Safer Recruitment and Safeguarding training. 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a special school. • Previous Headship or suitably experienced deputy head. • Special Needs Teaching experience and knowledge including curriculum strategies and behavioral management. • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development. • Experience of managing across several sites. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Skills and knowledge	<ul style="list-style-type: none"> • Understand and interpret data to set targets and identify weaknesses. • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve. • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others. • Ability to build effective working relationships. • SEND specialism. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the school. • Resilience and adaptability and the ability to work under pressure and prioritise effectively. • Commitment to always maintaining confidentiality. • Commitment to safeguarding, equality, and inclusion • Ability to lead and inspire others. • Innovative thinking and receptive to the ideas of others. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
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Notes:

This job description may be amended at any time in consultation with the postholder.

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement, and the selection interview, including supporting tasks.