

Job Description

School	Brearley Hall
Job Title	Head Teacher
Hours of Work	8:30am – 4:30pm (Monday to Friday) Term Time Only
Salary	£45,000 - £60,000
Responsible to	Director of Education
Responsible for	All school teaching and non-teaching staff, except Engagement Leads

Main Purpose

The Head Teacher will;

1. Establish and sustain the school's ethos and strategic direction together with the Director of Education and through consultation with the school community
2. Establish and oversee systems, processes and policies so the school can operate effectively
3. Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
4. Make sure these school improvement strategies are effectively implemented
5. Monitor progress towards achieving the school's aims and objectives
6. Allocate financial resources appropriately, efficiently and effectively

Qualities

The Head Teacher will;

1. Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
2. Build positive and respectful relationships across the school community
3. Serve in the best interests of the school's pupils and ensure all pupils needs are met.

Duties & Responsibilities

Supporting Pupils

1. Create a culture where pupils experience a positive and enriching school life
2. Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
3. Ensure a culture of staff professionalism
4. 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, working in collaboration with the Engagement lead.
5. Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching & Learning

1. Establish and sustain high-quality teaching across all subjects and phases
2. Ensure teaching is underpinned by subject expertise
3. Effectively use formative assessment to inform strategy and decisions
4. Ensure the teaching of a broad, structured and coherent curriculum
5. Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities

6. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and Special Education Mental Health needs and disabilities

1. Promote a culture and practices that enables all pupils to access the curriculum
2. Have ambitious expectations for all pupils with SEMH and disabilities
3. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
4. Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
5. Ensure all EHCP's are kept up to date and reviews are held annually.

Managing the School

1. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
2. Manage staff well with due attention to workload
3. Ensure rigorous approaches to identifying, managing and mitigating risk
4. Ensure the school with complies with all Independent School Standards

Working with Staff, Parents/Carers and Relevant Professionals

1. Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
2. Communicate effectively with parents and carers under the direction of teachers
3. Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
4. Collaborate and work with colleagues and other relevant professionals within and beyond the school
5. Develop effective professional relationships with colleagues

Professional Development

1. Ensure staff have access to appropriate, high standard professional development opportunities
2. Keep up to date with developments in education
3. Ensure training and continuing professional development is effectively planned, delivered and evaluated
4. Make sure professional development opportunities draw on experts both within, and beyond the school
5. Seek training and continuing professional development to meet the needs of all staff members

Other Areas of Responsibility

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Promote the safeguarding of all pupils in the school

Confidentiality

1. You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the schools' databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and safety

1. All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy

Data Protection

2. To be aware of Timeout's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
3. To maintain client records and archive systems, in accordance with the schools' procedures, policy and statutory requirements.

Equality

1. The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status/ QTLS • Degree • Headship National Professional Qualification (Desired) • Senior Leadership National Professional Qualification (Desired)
Experience	• Successful leadership and management experience in a school (2 years) • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience working within a specialist school/provision, specifically SEMH • Working with challenging behaviours
Skills and knowledge	• Data analysis skills, and the ability to use 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
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position