

JOB DESCRIPTION

HEAD TEACHER

Job Title	Head Teacher
Responsible to	Head of Service
Responsible for	Education staff within the school
Key Internal Contacts	Registered Manager Administration Manager Nursing and Clinical Professional Staff Head teachers of other Options Schools, Central Office staff
Key External Contacts	Learners' families Placing authorities Registration and Inspection Authorities Local services – statutory, voluntary and Community Neighbours Service providers to the centre

JOB PURPOSE

To exercise dynamic leadership of the School and to ensure the full development of the vision for the service, its promotion and continuous improvement. To create and maintain a Centre of Excellence in the education of our students. To create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils. To work in collaboration with other senior managers, to provide a complete service and to develop and grow the wider services offered by the Centre to encourage an increase in referrals.

KEY TASK AREAS AND RESPONSIBILITIES

Service Development

- Exercises the school leadership role for the School on a daily basis and pursues the development of the agreed strategy for the service
- As part of the senior management team to work effectively with the Head of Service, other senior managers, the Board and Central Office support staff, to develop the detail of the strategy for the school
- To utilise personal expertise, experience and contacts to develop the strategy and ensure that it meets with placing authority requirements and national standards

Service Marketing and Promotion

- Works, with the support of the Head of Service, the Board and Central Office team to promote and enhance the profile of the service, both regionally and nationally, to placing authorities, relatives, research and academic bodies and the public
- Assists in the preparation and regular review of high quality, effective marketing materials
- Participates in promotional campaigns to coincide with the development of the school and the wider company

Integrated Management

- In collaboration with the Head of Service and the Registered Manager, develops an effective multi disciplinary team approach in management and working with young people, in line with Company guidance
- Ensures that effective structures for delegation and accountability are in place and that these operate effectively, to standards defined locally and in Company Policy
- In collaboration with the Head of Service, ensures that financial, occupancy, service and development targets are met to agreed standards

Service Delivery

Quality

Students/ Young People

Ensures that appropriate standards are maintained, especially in relation to education, care and clinical programmes for young people, in accordance with company policies

Specific areas include:

- Safeguarding Individuals
- Health and Safety, including risk assessments
- Working collaboratively with the group's Leadership Team to secure high standards in all aspects of the life of the school, as reported on by the Regulatory Body and recorded in the School's Self-Evaluation Form
- Adhering to the Special Educational Needs Code of Practice and other relevant legislation
- Complaints and representation
- Equal Opportunities

Teaching and Learning

- Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning
- Ensures that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching
- Ensures a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Demonstrates and articulates high expectations for the whole school community
- Implements strategies which secure high standards of behaviour and attendance
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies
- Challenges underperformance at all levels and ensures effective corrective action

Assessing

Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework

Leadership and Management

- Creates an organizational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school
- Implements successful supervision, performance management and appraisal processes with all staff
- Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Uses and integrates a range of technologies effectively and efficiently to manage the school

Standards and Quality Assurance

- Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review
- Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including, parents, carers and Local Authorities
- Reflects on personal contribution to school achievements and takes account of feedback from others

- Supports teachers in the management of outstanding teaching and learning.
- Develops in conjunction with Registered Manager and the education staff, policies and procedures to support pro-active behaviour management and influence and effect the use of positive strategies by staff and learners to manage behaviour, in line with Company Standards

Other Duties and Responsibilities

- To work collaboratively with other senior leaders to secure high standards in all aspects of the life of the school, as required and reported on by the Regulatory Body, recorded in the Self-Evaluation Form and School Development Plan
- To adhere to the Special Educational Needs Code of Practice, Safeguarding procedures and other relevant legislation
- To follow the Company's complaints procedures
- To ensure equal opportunities

Service Outcomes

- Ensures that effective assessment, planning, implementation and review of each young person's needs and education occurs, promoting each learner's curriculum, access to their full potential whilst facilitating an appropriate degree of independence
- Carries out the highest standards of statutory annual and looked after reviews and transitional planning, to support progress and facilitate successful transitions both within the school and on to receiving organisations as appropriate
- Works collaboratively within the group to facilitate the appropriate move-on placement and to support transition to adult placements for young people referred to the Company
- Oversees the development and monitoring of systems to support such processes as admissions, annual review of Special Educational Needs, Personal Education Plans, Individual Education Plans, Behaviour Support Profiles and Risk Assessments
- Develops and maintains innovative arrangements for consultation with learners and to take their views into account

Staff

- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff
- Provide regular supervision, annual appraisals and performance management in accordance with company policies and standards set by the Regulatory Body
- Conduct Return to Work meetings for direct reports, manage sickness and absenteeism in accordance with Company policy
- Ensure that managers carry out supervisions, probation reviews, annual appraisals, return to work meetings and manage their staff in line with Company policy and standards set by the Regulatory Body
- Identifies training needs related to the annual development plan and ensure the development and operation of a programme of suitable CPD for education staff
- Ensure that managers conduct regular team meetings in line with Company policy and standards set by the Regulatory Body
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Work in conjunction with senior colleagues to ensure that staff with appropriate qualifications and experience are recruited and maintained to the standards and level outlined in the Statement of Purpose, at all times, in accordance with Options policies
- Ensure that all new staff complete a full induction to agreed company standards
- With the support of the Options Learning and Development Manager, ensure that staff receive specialist training as required for Company programmes
- Develop and maintain systems of leadership and delegation management and review in accordance with company policy, which promote teamwork and communication
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

General

- Ensure that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and students that have arisen promptly to the relevant Board members and Responsible Person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the students and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

HEAD TEACHER

	Essential	Desirable
Experience		
Relevant experience in the specialist area of the service i.e. relevant experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour	✓	
Relevant experience as a Head Teacher or Deputy Head Teacher	✓	
Experience of Estyn / Ofsted procedures / inspections	✓	
Managing budgets effectively and ensuring cost efficiency	✓	
Skills, Knowledge and Aptitudes		
Good knowledge of people management practices	✓	
Outstanding leadership skills	✓	
Ability to work independently and as part of a team	✓	
Ability to motivate teams and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Good knowledge of Safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body regulations	✓	
Qualifications and Training		
Relevant Teaching Qualification	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence	✓	