

**Job Description - Headteacher**

The post holder is responsible for providing

1. inspirational leadership and visible commitment to the schools ethos of ‘Meeting Individual Needs’, and to obtaining the highest possible achievement for all,
2. dynamic leadership, being highly motivated and organised with very strong communication skills
3. strategic support on the provision of a range of school improvement interventions,
4. effective promotion of the value of special education in the generic setting of RHS
5. operational leadership for all aspects of the school including safeguarding, health & safety, finance, resources, achievement, teaching & learning, and personnel.
6. Accountabilities to be met in accordance with the provisions of the School Teachers’ Pay and Condition Document and within the range of teachers’ duties set out in that document, and the National Standards of Excellence for Headteachers (2015).

**Responsible to:** The Governing Body

**Key Responsibilities: General**

* Provide vision, leadership and strategic direction to the School/Group Leadership Team and the Governing Body, thus enabling the school to achieve its aims and targets.
* Lead by example and provide inspiration and motivation.
* Embed best practice across all aspects of school life and learning.
* Play a key role in ensuring that expectations are high and good practice is shared across the school
* Contribute to the wider aspects of school life and maintain the high community profile RHS currently holds.
* Provide day to day management of the school.
* Provide direction that inspires and motivates pupils, staff and all other members of the school community.
* Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of curriculum development and delivery.
* Consistently review the curriculum provision on both sites to ensure it is innovative, personalised and reflects priorities for each student’s personal development

**Strategic Leadership**

* Ensure that the key areas for improvement are successfully addressed leading to continuous improvement.
* Allocate responsibility for specific areas for improvement and work with other key leaders to support them in this role.
* Report on a half termly basis to the Governing Body.
* Lead on school self evaluation and to document this through a regularly updated School Improvement Plan and Self Evaluation Form.
* Implement a staff restructure where appropriate to reflect a newly formed Leadership Team
* Support the implementation of a strategic plan, underpinned by sound financial understanding, which identifies priorities and targets ensuring that students achieve the highest standards, increasing teachers’ effectiveness and securing school improvement.
* Working closely with the Leadership Team, Business Manager and Governors, set realistic long and short-term financial budgets and targets, ensuring appropriate financial controls are in place and effectively administered
* Ensure the school fulfils all of its statutory obligations and embellish these as they are updated, refined or introduced.
* Ensure that the school can provide clear and coherent evidence of pupil progress.
* Successfully lead the school through any School Improvement reviews, Ofsted Inspections or other external reviews.

**Building Relationships**

* Work successfully in partnership with the Governing Body.
* Create and maintain an effective partnership with parents and carers to support and improve students’ achievements and personal development.
* Create and maintain collaborative partnership arrangements with wider stakeholders, including key partners within Calderdale MBC (and other local authorities), Lloyds Banking group, Covea Insurance, referral partners, employers and the voluntary and community sectors.
* Ensure members of the Governing Body are provided with accurate, relevant and timely information to assist them in making decisions.
* Support the building and strengthening of the positive image of the school on both Skircoat Green and Spring Hall sites.
* Collaborate effectively with other organisations to ensure the school maintains a strong moral compass and undertakes its responsibilities seriously in relation to its delivery of personal, social, moral and spiritual education.
* Recruit, motivate, develop and retain high quality staff
* Provide a safe culture across the school and its timetable where Health and Safety is managed effectively and creatively, whilst continuing to enable exciting and innovative curriculum activities.

**Developing Self and Working with Others**

* Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the school/group.
* Build a collaborative learning culture within the school/group and actively engage with other schools and partnerships to build effective learning communities.
* Support the development and maintenance of effective strategies and procedures for staff induction, continuous professional development and performance review for staff of all designations over a 1-2 year cycle.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, including through appropriate and up to date Job Descriptions.
* Regularly review self-practice, set personal targets and take responsibility for their own personal and professional development
* Ensure an awareness of current educational policies, practices and initiatives, both locally and nationally, and plan for their impact upon the school.

**Safeguarding and Safer Recruitment**

* Ensure all staff and volunteers share the school’s commitment to safeguarding and promoting the welfare of children and young people as required by Keeping Children Safe in Education (Revised guidelines 2018).
* Ensure sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency
* Coordinate and contribute to the assessment of children, with specific reference to Education, Health and Care plans as appropriate.
* Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in timely manner in accordance with agreed whistle-blowing practices.
* Support the school to ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

This job description will be reviewed by the Personnel Committee of the Governing Body and the post holder on a 3 year cycle

**Approved by Governors 13 December 2018 To be Reviewed: November 2021**