

Headteacher Job Description

Post title	Headteacher of The Bridge School
Reporting to	Chair of Management Committee
Contract type	Permanent, Full Time (L21 – L25)

Please note: this job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers' Pay and Conditions Document.


Main duties and responsibilities:

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers, in line with the National Standards of Excellence for Headteachers, and to act in accordance with other legislation affecting the conduct of the School.
- To have overall responsibility for leadership, strategic and operational management of the School. To lead, develop and support the strategic direction, ethos, vision, values and priorities of The Bridge School in partnership with the Management Committee and the Local Authority.
- To meet the Headteachers Standards as published by the DfE.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Management Committee in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff.
- To ensure that resources are allocated to allow staff to discharge their responsibilities.
- To ensure that staff, pupils, parents and others feel able to share their views and raise concerns and that these are addressed sensitively and effectively to achieve the best outcomes for students.
- To be an integral part of the strategic leadership overseeing Halton's Alternative Provision Strategy

Management Committee Priorities

The School's Governing Body wish a particular emphasis to be placed upon the following:

1. Provide outstanding leadership which motivates and inspires staff to provide a high quality education for every student and promotes the highest possible standards of achievement and wellbeing. Build leadership capacity at all levels through actively developing strategic leadership and a distributed leadership model that ensures clarity of roles and accountability.

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2. To lead in the provision of excellent teaching and learning and raise standards across the school in terms of academic performance and personal development so that all pupils achieve to the very best of their ability.
 3. To report to the School's Management Committee on progress made against School Development Plan objectives, making recommendations as to future priorities whilst ensuring this takes account of the diversity, values and experience of the School and its wider community.
 4. Ability to manage the financial and human resources effectively and efficiently to achieve the School's educational goals and priorities, ensuring best value.
 5. To further develop partnerships with a variety of stakeholders through collaboration especially with mainstream heads/schools or colleges/special schools to achieve best outcomes for students both within the school and beyond.
 6. To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
 7. To establish and sustain the school's ethos and strategic direction in partnership with the Management Committee, Local Authority and the local community.

Conditions of Employment

The above responsibilities are in accordance with the current School Teachers' Pay and Conditions Document. It is also subject to any local agreements and LA guidance on interpreting conditions of service.

Review and Amendment

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Management Committee or the Headteacher but only after full consultation between them. It will be signed if agreement is reached.

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Where the role holder is disabled every effort will be made to supply all necessary support, aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

