



Job Title	Head Teacher
Reporting To	The Governing Body
Grade	Leadership Pay Range Scale
FTE	Full Time

Core Purpose

Working in partnership with the Governing Body, to provide outstanding leadership and management of the school, secure its sustainable success and ensure the highest standards of learning, care and personal development for its children.

- Be a strategic lead in the delivery of the vision and direction of the school
- Provide daily operational organisational/administrative leadership and management
- Provide strategic curriculum leadership and management
- Model the values of the school by promoting outstanding leadership and inspirational practices
- Secure and sustain outstanding teaching, learning and care throughout the school
- Line management and appraisal of staff, to inspire staff to provide the very best education for pupils
- Effective and efficient deployment of staff and resources
- Provision of effective pastoral/health care and behaviour support
- Sustaining a learning environment that reflects the needs of the learners.
- Develop an effective partnership and shared ethos working with professional partners, including health and social care services.
- Promote and value the social and cultural diversity of the school community

1. Strategic Direction and development of the school

To work with the Governing Body to develop a strategic view for the school in its community, analyse and plan for the future needs and further development of the school in a local and national context.

- Lead the strategic development of the school and plan for the future.
- To formulate the school's development plan, including the overall aims and objectives, which embody its ethos, vision and values
- Develop the ethos which secures effective teaching, successful learning, and achievement by pupils
- Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and involved in meeting long, medium and short term objectives and targets, which secure the success of the school.
- Lead by example in providing inspiration and motivation in delivery of the school vision.
- Support the continuing development of the school, as a specialist provision for students with SEND.



- Ensure that policies and practices take account of national, local and school legislation/guidance/data, including inspection and the outcomes of school self-evaluation.
- To develop and implement a strategic plan underpinned by sound financial planning, which identifies priorities and targets ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Consistently monitor, evaluate and review the performance of the school; the impact of policies, priorities and targets of the school and report to the Governing Body, planning intervention and taking action if necessary.
- Maintain positive relationships with strategic partners at all levels, both within the school and in the wider community, to include health and social care.
- Be flexible to meet the ever-changing specific needs of the children at the school.
- To ensure that the management, finance, organisation and administration of the school support its vision and aims.

2. Teaching and Learning

To work with Challenge Partners and the Local Authority to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

- Work to secure and sustain outstanding teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils' achievement to set targets for improvement.
- Maintain an environment and professional code of practice, which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, which supports teachers and other staff to meet the standards set out in the professional development framework.
- Develop and implement quality assurance and self-evaluation procedures.
- Implement the curriculum and its assessment and ensure they are monitored and evaluated to identify areas for improvement.
- Develop effective links with other schools and external providers, to extend the curriculum and enhance teaching and learning.
- Maintain effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- Develop and extend opportunities to enrich the school curriculum offer.
- To implement strategies which secure high standards of behaviour and attendance
- To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- To maximise the use of technology to enhance the learning experience of pupils
- To ensure that holistic, child centred support is in place which empowers children and their families and enables the development of healthy, socially inclusive behaviours.



3. Pupil Pastoral/Medical Care and Wellbeing

In partnership with the Leadership Team and providers to;

- Ensure all pupils have a comprehensive Education Health Care Plan which encompasses 'high aspirational outcomes' that support the development of communication and independence
- Ensure that Pupil Voice and Rights are promoted and supported throughout the school
- Ensure the medical and health care needs of pupils are fully resourced and met including the commissioning of core and additional services that may be needed to meet assessed and recognised specialist needs
- Ensure pupils receive empathic and purposeful support for behaviour that may challenge

4. Leading, Managing and Developing Staff

In partnership with the Leadership Team and Governors to:

- Lead, support, challenge and develop staff to ensure continuous improvement.
- Maximise the contribution of staff to improving the quality of education and care provided and standards achieved.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of task and delegation of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating, appraisal and targets for staff, including targets relating to professional practice and pupils' progress and achievement and standards of care.
- Motivate and enable all staff in their school to carry out their respective roles to the highest standard through high quality professional development based on assessment of needs.
- To help build a collaborative learning culture within the school, actively engage with others and build effective learning communities.
- Lead professional development of staff through example; support and co-ordinate the provision of high-quality professional development by methods such as coaching, and joint practice development, drawing on other sources of expertise where appropriate, for example, higher education, LA's and subject associations.
- Ensure that trainee and NQT's are appropriately trained, monitored, supported and assessed in relation to the standards for QTS, the Career Entry profile and standards for induction.
- Create an organisational structure that enables the management systems, structures and processes to work effectively and legally.
- Manage the school's human resources effectively and efficiently to achieve the school's educational goals.
- Challenge inappropriate staff performance and deal effectively with staffing issues, including those relating to conduct, competence and attendance.



5. Finance, Premises and Resource Leadership and Management

In partnership with the Business Manager to;

- Support the setting of appropriate priorities for expenditure, allocation of funds and effective administration and control
- Manage the school's budget and funding allocations effectively
- Manage the school's premises effectively
- Develop the use of ICT to support administration, service delivery, monitoring, quality assurance and accountability.
- Work with key school colleagues to ensure all accommodation, learning resources and others are used efficiently for the best possible outcomes for pupils and provide value for money.
- Work to ensure all resources, staffing, are used efficiently for the best possible outcomes for pupils and provide value for money.

6. Health and Safety

In partnership with Business Manager to:

- Ensure Health and Safety standards are met to statutory requirements, monitoring health and safety matters within the school, particularly ensuring members of staff take reasonable care for the health and safety of themselves and others.
- Ensure that Child Protection and Safeguarding procedures and assessments of children in need are rigorously complied with and that the welfare and health and safety of pupils is of prime importance.
- To ensure that all staff are trained in appropriate methods of behaviour management of pupils and that this training is regularly updated.
- Actively promote a culture of vigilance with safeguarding pupils
- Ensure that safeguarding is paramount in the school at all times

7. Developing an Accountable and Reflective School

In partnership with the Leadership Team and Governors to;

- Develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including staff, governors, the local authority, local community and Ofsted.
- Ensure annual cycle of planning, monitoring and evaluation of the schools' development plan and targets.
- Ensure regular reporting to the governors and parents/carers of pupils' of attendance, attainment, achievement and progress.
- Develop, monitor and evaluate quality assurance standards for the school.
- Ensure the development and progression of equality within the sphere of responsibility of this job description and to ensure the fair and equal treatment of all employees and others.



ICKBURGH SCHOOL

- Ensure the school's complaints procedures are followed and acted upon effectively within the appropriate time-scales.
- Carry out any such duties as may be reasonably required by the Governing Body.
- The post holder will be expected to comply with all reasonable requests from the governors to undertake work of a similar level that is not specified in this Job Description
- To build a school culture and curriculum which takes account of the diversity of the community
- To develop strong links with the community, work in partnership with parents and carers, seeking opportunities to engage them in the activities in the school
- To work in partnership with other agencies in providing academic, spiritual , moral, social, emotional and cultural well-being of pupils and their families
- Foster a culture of community with all stakeholders to the school

This appointment is with the Governing Body as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the National School Teachers' Pay and Conditions Document Regulations which will apply to this post.