



Job Description - Headteacher

Position:	Headteacher (Permanent)
Reporting to:	The Proprietors and Advisory Board
Hours:	38 hours per week
Salary	L10 - L18 dependant on experience
Contract type	Full-time, Permanent
Main purpose:	<p>To provide professional leadership, vision and direction for Blue Skies School in order to secure its success and improvement, ensuring a high quality education for all its students and good standards of learning and achievement. The Headteacher is responsible to the Proprietors and Advisory Board of Blue Skies School for the leadership, internal organisation, management and control of the school. It will be for the successful candidate to lead our forward looking school to enable the children to achieve their full potential in partnership with the community.</p> <p>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; resources are allocated to allow staff to discharge their responsibilities; and that staff, students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.</p>
Strategic direction and development of the school	<ul style="list-style-type: none"> • Develop and uphold the aims and objectives of Blue Skies School. • Continue to implement and develop the School Development Plan, setting strategic targets and performance indicators. • Continue to make Blue Skies School a model of sound pastoral care by using proactive techniques to maintain high attendance rates and low exclusion rates. • Lead and inspire the staff by his/her example and encourage them to achieve the highest personal and professional standards at all times. • Provide inspiring and purposeful leadership for the staff and students. • Work in partnership with the Proprietors, staff, parents, LEA's, therapists in generating the values, which will underpin the school. • Establish and maintain the school's culture together with the proprietors and through consultation with the school community. • Ensure that policies and practices take account of national, local and school data including inspection and research findings and the outcomes of school self-review.



	<ul style="list-style-type: none"> • Monitor and evaluate the performance of the school, respond and report to the Proprietors as required. • Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary. • Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the success of the students and the school. • Support the Proprietors in identifying opportunities within the school for developments, including the expansion of the post 19 provision, and supporting a climate of entrepreneurial activity within Blue Skies School. • Ensure the number on roll of Blue Skies is increased, through networking, community relations and marketing. • Develop a reflective school culture and be open to change and challenge. • Serve in the best interests of the school's students.
Teaching and learning	<ul style="list-style-type: none"> • Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in school through appropriate methods. • Maintain an environment that promotes and secures outstanding teaching, effective learning, high standards of achievement and good behaviour. • Maintain an effective partnership with parents to support and improve students' achievement and personal development. • Ensure that students develop study skills in order to learn more effectively and with increasing independence. • Determine, organise and implement a curriculum for the personal, social and moral development of students. • Determine and implement positive strategies and programmes, which ensure good student behaviour and discipline and give support and clear guidance on inclusions and exclusions. • Provide all students with a personalised curriculum which meets their needs and which includes particular support for those with specific learning difficulties or those who may be particularly gifted. • Create a culture to allow students to be actively involved in the school decision-making process and for their views on the learning process to be listened to and respected. • Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning. • Promote extra-curricular activities in accordance with the educational aims of the school. • Ensure that each student is appropriately assessed at each stage of development and that progress is constantly monitored, recorded and evaluated. • Ensure that learning and achievement is systematically recorded and is used to plan individual objectives and contribute to the objectives of Blue Skies School as a whole. • Ensure the health and care needs of each student are assessed and met through effective systems and appropriately trained and qualified staff.



Liaison with parents/carers	<ul style="list-style-type: none"> • Keep in close contact with parents' and carers and be available to meet with them where appropriate to discuss their child's progress and welfare. • Ensure daily contact through use of contact books or other reporting methods. • Organise and lead individual Annual Reviews meetings with parents and all relevant professionals from health, social care and the LEA.
Curriculum	<ul style="list-style-type: none"> • Determine, organise, implement and monitor the curriculum to ensure that it: <ul style="list-style-type: none"> - Meets statutory requirements - Is relevant to the needs of all students - Leads to an improved educational provision - Is forward thinking in preparing students for adulthood - Provides scope for developing technologies • Ensure that teachers use personalised learning for all students to allow them to achieve their full potential. • Use an innovative and creative approach to curriculum design. • Identify and inspire outstanding learning and teaching. • Have an understanding of effective inclusion strategies. • Maintain and develop effective links with the community, to extend the curriculum and enhance teaching and learning. • Provide opportunities for students to enhance their learning by participating in enterprise activities, educational visits, work experience and other extracurricular activities.
Leadership and management	<ul style="list-style-type: none"> • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct. • Build positive and respectful relationships across the school community. • Ensure staff and students safety and welfare through effective approaches to safeguarding, as part of a duty of care • Lead in the recruitment and selection of teaching and non-teaching staff. • Keep up to date with current legislation and developments in education including inspection frameworks. • Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment. • Implement and sustain effective systems for management of staff performance, incorporating appraisal and target setting. • Lead, coordinate and monitor the continuing professional development of staff, including the induction of newly qualified teachers, based on assessment of needs in relation to the standards for qualified teacher status (QTS), the career entry profile and standards for induction. • Ensure that professional development opportunities draw on both experts within and beyond the school.



	<ul style="list-style-type: none"> • Develop professional working relationships with Proprietors, staff, students, parents/carers, therapists, the community and the LEAs. • Ensure that a suitable person assumes responsibility for the discharge of Headteachers function at any time when absent from school. • Maintain regular half termly reports and meetings with the Proprietors and Advisory Board. • Lead school improvement.
Efficient and effective deployment of staff and resources	<ul style="list-style-type: none"> • Ensure that Blue Skies School is adequately and appropriately staffed, and ensure the recruitment and retention of high-calibre staff adhering to safer recruitment principles. • Encourage team development, culture and ethos which enables the team to work collaboratively and accept responsibility for shared outcomes across the full age range. • Manage the deployment of all staff; delegating duties as appropriate to his/her senior colleagues with due attention to workload. • Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided. • Ensure all employees (teachers and support staff) at Blue Skies School receive appropriate information and training to enable them to carry out their professional duties. • Oversee and report regularly on performance management within Blue Skies, making certain that adequate training and development opportunities are made available to all employees, as well as appropriate action where performance is unsatisfactory. • Assess teachers to determine their progress in line with an agreed Performance Management Policy.
The management of resources	<ul style="list-style-type: none"> • Lead strategic and financial planning to ensure the sustainability of the school. • Ensure maintenance and development of the premises and grounds to ensure maximum practical use by students throughout the day. • Have due regard at all times for the health and safety of all users and ensure that appropriate health and safety responsibilities are understood by all. • Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations. • Make arrangements for security and effective supervision of the school building, its contents and the grounds. • Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.
Accountability	<ul style="list-style-type: none"> • Continue to develop an organisation in which all the 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 Proprietors, Advisory Board, the LEAs, the local community, OFSTED, and others to enable them to play their part effectively.



	<ul style="list-style-type: none"> • Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement. • To carry out any such duties as may be reasonably requested by the Proprietors.
External liaison	<ul style="list-style-type: none"> • Maintain and develop positive and active relationships with other schools, businesses and agencies in the area. • Maintain and develop links with social services, the local police, faith groups and organisations involved in working with young people and the local community at large. • Take responsibility for and manage communication and meetings with parents, including routine termly progress reviews, annual review meetings and any other exceptional meetings. • Organise parental events, e.g. summer party, curriculum information, open days and other events.
Safeguarding	<ul style="list-style-type: none"> • Ensure policies and procedures adopted by the school are fully implemented and followed by all staff. • Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of students. • Ensure a culture that allows 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 a timely manner in accordance with agreed whistleblowing practices.
<p>Safeguarding Children and Safer Recruitment This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.</p>	
<p>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 negotiating with the employee in the future.</p>	

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.