

Nexus Foundation Special School

Headteacher Job Description



Grade: Leadership Group 6

Responsible to: The Governing Body of Nexus Foundation Special School

Purpose of the job

To be the strategic lead professional at Nexus Foundation Special School. The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of every pupil.

To be a professional role model for all within our learning community. The Headteacher will lead by example, driving the professional conduct and practice of all staff to secure a climate within which the highest possible standards of behaviour and achievement are an expectation, both within and beyond our school.

To carry out his/her professional duties in accordance with and subject to The National Conditions of Employment for Headteachers, education and employment legislation The Headteacher standards and The Teachers Professional Standards.

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

The job description is based on the National Standards for Headteachers and is subject to annual review.

Main Duties and Responsibilities:

- To be the lead professional and positive role model within our community
- To work to an agreed vision, underpinned by clear values which will be evident throughout the school
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition
- To lead by example in determining the professional conduct and practice of all staff to achieve the highest standard
- To be a positive role model in helping others recognise difference and respect cultural diversity
- To have ambition and seize opportunities for the school to share good practice and expertise and learn from others.
- To promote and safeguard the welfare of all pupils within the school by ensuring that the school's policies, procedures and practice relating to safeguarding are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents/carers and others feel able to raise concerns.
- To act as the Designated Safeguarding Lead (DSL).

The Headteacher is expected to act within the remit of the following 4 domains of the Headteacher standards at all times and uphold the qualities and values they describe.

1. Qualities and knowledge

The Headteacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils at Nexus School.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of special education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the schools context
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

2. Pupils and staff

The Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff recognise that they are accountable for the success of the school and are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

3. Systems and process

The Headteacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing the behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4. The self-improving school system

The Headteacher will:

- Create an outward-facing school, which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced, empirical, research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond Nexus School - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time and in any case reviewed annually.

The Headteacher will undertake any other duties, which from time to time may be required and be relevant and commensurate with the post as deemed necessary by the Governing Body.

This Job Description should be read in conjunction with:

- 1) The Teachers' Standards - Guidance for school leaders, school staff and governing bodies July 2011(introduction updated, June 2013); and,
- 2) The National standards of excellence for Headteachers - Departmental advice for Headteachers, governing boards and aspiring Headteachers, January 2015.