

Job Description: Headteacher

Job details

Salary: Dependent on experience based on Group 1 school leadership range

Hours: 37.5 hours per week

Contract type: Full-time, Permanent

Reporting to: Proprietors

Responsible for: Leading and Managing School

Main purpose

The Headteacher, under the direction of the Proprietors and Governing Body, will be responsible for the leadership and management of Cross Keys Learning Independent School in line with the vision set out within the school document and manage the day to day running of the school.

- Establish and sustain the school's culture and strategic direction together with the Proprietors and Governing Board, and through consultation with the school community.
- Establish and oversee systems, processes, and policies so the school can operate effectively in an SEN environment.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented in line with Ofsted requirements.
- Monitor progress towards achieving the school's aims and objectives.
- Work collaboratively with the Proprietors to manage the agreed school budget.
- Build strong partnerships with outside agencies to ensure holistic needs of all students are met.

Qualities

The headteacher will:

- 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.
- To work supportively with students, families, and agencies to ensure everything is done to meet the needs of all students at the school.
- Have high levels of emotional intelligence and build empathetic relationships with staff to build and improve performance.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where students experience a positive and enriching school life.
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.

- › Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school.
- › Use consistent and fair approaches to managing behaviour, in line with the school's policy.
- › To develop a reflective school culture and to be open to change and challenge.

Teaching, curriculum, and assessment

The headteacher will:

- › Establish and sustain high-quality teaching across the school.
- › Ensure teaching is underpinned by subject expertise.
- › Effectively use formative assessment to inform strategy and decisions.
- › Ensure the teaching of a broad, balanced, and sequenced curriculum.
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- › Use valid, reliable, and proportionate approaches to assessing students' knowledge and understanding of the curriculum.
- › Ensure the EHCP for each student clarifies the overall targets for their time at school and that these are held as a clear focus to develop individual programmes, monitored, and evaluated frequently.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- › Promote a culture and practices that enables all students to be included and have access to the curriculum.
- › Have ambitious expectations for all SEND students.
- › Make sure the school effectively works with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- › Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will:

- › Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- › Manage staff wellbeing with due attention to workload.
- › Oversee performance of staff in partnership with other members of a developing leadership team.
- › Ensure rigorous approaches to identifying, managing, and mitigating risk.
- › Work closely with the Proprietors to ensure all financial risks are mitigated, especially related to meeting student needs.
- › Oversee the effectiveness of wider alternative provision based on value for money.

Professional development

The headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities.
- › Strive to always meet the Headteacher standards.
- › Keep up to date with developments in education.
- › Seek training and continuing professional development to meet needs.

- Receive coaching and support from independent providers.

Governance, accountability and working in partnership.

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility and working closely with the board of governors.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, particularly the Independent Special School Standards.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

Other areas of responsibility

- The Headteacher will be responsible along with Proprietors in relation to managing safeguarding across the school.
- To work closely with the Proprietors in admission processes ensuring needs can be met within the offer.

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.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) or similar accreditation • Evidence of on-going professional development
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, particularly within an SEN environment similar in nature to Cross Keys Learning school. • Teaching experience in a range of settings • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses. • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve. • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others. • Ability to build effective working relationships with staff, students, parents and agencies
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times. • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.