



HEAD OF SCHOOL - JOB DESCRIPTION	
ACCOUNTABLE TO	Executive Head Teacher, The Regional Director for TKAT City, and the local governing board of the School.
SCALE	L19-L24
DURATION	Permanent
APPOINTMENT FROM	September 2021
JOB PURPOSE	The Head of School will be responsible for the leadership, organisation and management of the School whilst working in partnership with key providers. You will be expected to promote and safeguard the welfare of the pupils for whom the School and local governing board are responsible and those with whom they come into contact. In fulfilling this role, the Head of School will be required to take account of the National Standards of Excellence for Head Teachers (2018)
Key Area	Roles/Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> ● Shaping the future: work with the Executive Head Teacher governing board, the Trust and staff to develop the shared vision and strategic plan, which should serve to inspire and motivate pupils and all other members of the School community ● Leading teaching and learning: create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning. <p>Managing the organisation: manage the day to day running of the school to Contribute to the SEF and SDP. Reporting on the quality of teaching and learning to Governors</p> <ul style="list-style-type: none"> ● maximise the potential of each and every child by cultivating an efficient, effective and safe learning environment. ● Strengthening community ties: to engage with the wider community, to develop and create opportunities for the School. ● Budget management: work with the Executive Head Teacher to manage the school budget to maximise the benefit for the pupils and safeguard the future of the School. ● Planning and policy: to work alongside the Executive Head Teacher on developing the vision, values and priorities of the School. Develop, implement and evaluate the School's policies, practices and procedures. ● Executive: lead and manage teaching and learning. Promote the safety and wellbeing of pupils and staff. Manage staff, including appointments and resources. Lead the Performance Management of all staff. Work alongside

	<p>the Executive Head Teacher and the school Business Manager to prepare the school's budgets for governing body approval and subsequently manage spending accordingly.</p> <ul style="list-style-type: none"> ● Advisory: maintain a good knowledge and understanding of educational developments and advise the governing body as appropriate.
Core competencies	<ul style="list-style-type: none"> ● Clarity of purpose: understand the ethos of the School and use that understanding to develop a clear vision for improvement. ● Developing others and teamwork: create a learning environment which develops the skills, knowledge and opportunities for staff. ● Influencing others: build effective relationships with pupils, colleagues, parents and governors so that all stakeholders work collaboratively to achieve the shared vision for the School.
Review of job description	<ul style="list-style-type: none"> ● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.

Head of School Person Specification		
	Essential	Desirable
Professional qualifications	<ul style="list-style-type: none"> ● Is a qualified teacher with QTS ● Experience of senior leadership in a school (NPQSL/ NPQH) ● Evidence of relevant CPD ● <u>Experience in a Special School Setting is essential</u> 	<ul style="list-style-type: none"> ● NPQSL/NPQH
Shaping the future	<ul style="list-style-type: none"> ● Has a clear philosophy for the education of young people ● Possesses leadership and management skills and the personal qualities to build strong relationships with all stakeholders ● Inspires confidence and trust, is approachable, shows integrity and care for others <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Thinking strategically 	<ul style="list-style-type: none"> ● Experience of building and communicating a coherent, compelling vision

	<ul style="list-style-type: none"> ● Leading and bringing about effective School improvement ● Implementing and managing change 	
Leading teaching and learning	<ul style="list-style-type: none"> ● Committed to achieving aspirational goals and targets ● Celebrates the successes of pupils and staff regularly, both as individuals and as teams ● Experience of teaching and learning strategies appropriate for special school setting <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Focusing on pupil's achievement using data and benchmarking to monitor progress for every child ● Monitoring, evaluating and improving teaching and learning 	<ul style="list-style-type: none"> ● Experience of developing and using pedagogical models
Managing the organisation	<ul style="list-style-type: none"> ● Understands the principles of change and the process of managing it effectively ● Empowers others and creates leadership opportunities ● Can communicate well and explain ideas clearly ● Prepared to ask for advice and support where necessary ● Able to set up an appropriate work/life balance and to model it to staff <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Staff development and appraisal, including effective coaching ● Recruiting and deploying staff appropriately 	<ul style="list-style-type: none"> ● Being a school governor ● Experience of presenting aspects of school performance to stakeholders ● Whole school financial planning and management
Strengthening the community	<ul style="list-style-type: none"> ● Able to articulate core values of the School within the community <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Working effectively with parents ● Building effective relationships with the community and other schools 	