

The Pines Special School

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEAD TEACHER - JOB DESCRIPTION

**SALARY SCALE: Head teacher pay range:
L29 – L35**

As required by Paragraphs 44-47 & 52 of the School Teachers' Pay and Conditions Document.

1. Job Purpose

As required by paragraph 44-47 & 52 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

The Head Teacher will be responsible for providing outstanding leadership and management of The Pines Special School in line with the school's vision ensuring the delivery of high-quality provision for the children, staff and community. The Head Teacher will ensure that The Pines Special School remains an excellent provider of learning and teaching for the whole community.

2. Duties and responsibilities

2.1 General

To act in accordance with the requirements of paragraphs 44-47 & 52 of the School Teachers' Pay and Conditions Document

To undertake the professional responsibilities of a head teacher as set out in paragraph 46 of the School Teachers' Pay and Conditions Document and the Head teacher Standards (DFE, 2020)

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

2.2 Specific

- Embrace and celebrate diversity, ensuring equal opportunities for all.
- Contribute to the atmosphere and nature of the school.
- Undertake any other duties/responsibilities which may reasonably be regarded as within the grade of the post as defined.

Key Responsibilities

Strategy and leadership

- Communicate compellingly the school's vision and values and drive through strategic leadership, empowering all pupils and staff to excel.
- 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 school's context.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

Teaching and learning

- Encourage ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of pride and accountability in staff for the impact of their work on pupils' outcomes and opportunities.
- 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.
- Support the ethos within which all staff 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.

School improvement

- 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.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Develop the role of leaders in supporting the development of teaching & learning.

Management of resources

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 their exemplary 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.
- Work collaboratively with the governance structure for the school – understanding remits and functions to set school strategy and monitor school performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, 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.

The Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school and the local authority policies.

Key Relationships

- Senior Leadership made up of 2 Deputy Head, and 3 Assistant Heads
- School staff
- Parents and families
- External agencies
- Local Authority
- DfE
- Ofsted

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

3 Line Management

Responsible for the supervision of all staff employed in the school (other than school meals staff)

4 Conditions of employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

5. Review and Amendment

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. Complaints

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation _____ (Signature of the Chair of the Staffing Committee)

Copy received by _____ (Signature of the Head Teacher)

Date _____