

Job Description and Person Specification

Job Title:	Headteacher (HT)
Provision:	Melksham House School
Job Family:	Senior Leadership Team (SLT)
Line Manager:	Director of Education (DoE)
Salary Band:	Leadership 21 – 25
Annex 1:	Please ensure you refer to Annex 1 with this job description

With support from the Chief Executive Officer (CEO), Director of Wiltshire SEND and BE (DOE) and Executive Leadership Team (ELT), the Headteacher (HT) will have strategic and operational responsibility for the leadership, organisation, management and conduct of the school.

Melksham House School is a new all through (4-16) SEMH independent special day school located within Wiltshire. From the onset on pre-opening the Headteacher must install a culture of systematic improvement through inspirational leadership, SEND knowledge and a commitment to providing a high-quality education for all pupils.

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. Accountable to Headteachers standards.

Principal Purpose of the Role

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher will:

- Successfully lead and develop Melksham House and ensure that it meets the needs of the pupils who have a diverse range of SEND.
- Effectively manage teaching and learning.
- Promote excellence, equality, and high expectation for all pupils
- Provide vision, leadership, inspiration, and direction
- Be the lead professional for safeguarding and child protection
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources effectively to achieve the school's aims
- Carry out day-to-day management, organisation, and administration
- Secure the commitment of the wider community by maintaining and developing active partnerships
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the school's Local Management Committee
- Work collaboratively with Central Services colleagues (including finance, operations and people teams) to ensure and assure trust wide systems processes are implemented.
- Provide visible leadership to the whole provision so that staff feel motivated, supported and empowered to focus on the things that really matter.

To shape the future

The Headteacher will work with the DoE, Local Management Committee and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school communities and to develop the ethos of the schools linked to its core aims and values.

The Headteacher will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the trust.

To lead teaching and learning

The Headteacher will take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

The Headteacher will:

- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- Access, analyse and interpret information.
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the schools

To develop self and work with others

The Headteacher will develop relationships and communication which underpin a professional learning community that enables everyone in the schools to achieve.

The Headteacher will:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower, and sustain individuals and teams.
- Enable staff to manage their workload to achieve an appropriate work-life balance.
- Collaborate and network with others within and beyond the schools and trust.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues, Trust, and the Local Authority partners.

To manage the organisation

The Headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Through effective collaboration with others, he or she will ensure that the schools and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment for pupils, staff and members of the school communities. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

The Headteacher will:

- Establish and sustain appropriate structures and systems.
- Manage the schools efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan, and organise his/her own work and that of others when appropriate.
- Make professional, managerial, and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.

- Ensure a culture of effective safeguarding is prioritised.
- Work effectively with wider Brunel teams and take accountability for areas of compliance, people services and financial management as delegated by the Brunel Executive Leadership Team.

To secure accountability

The Headteacher is to the Trust, its environment and all its work. The Headteacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Trust, the Local Authority partners, and other relevant groups.

The Headteacher will:

- Demonstrate awareness of national policy direction and anticipate educational trends.
- Engage the school communities in systematic and rigorous self-evaluation of the work of the schools and work closely with the local management committee to ensure that effective self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the schools
- To actively monitor and respond to SEND initiatives at national, regional and local levels, identifying opportunities to expand the school's provision and following these through to fruition.
- Ensure the provision is following Brunel's Health & Safety policy and has effective arrangements in place for managing real Health & Safety risks in the provision.
- Make sure employees understand their responsibilities and know how to access support and advice to help them manage risks responsibly
- Maintain effective communications with all parties, internally and externally to Brunel regarding risks on the provision.
- Make sure employees have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Work with the Head of Finance and Finance Manager in developing and producing a balance budget.
- Ensure sound financial acumen by regularly monitoring budgets.
- Work collaboratively with the People and Resourcing functions to ensure all positions are recruited too and each individual is delivering in their roles. Leading on Wellbeing activities within your Provision to ensure engagement is maximised through your people.

To strengthen community

The Headteacher will engage with the internal and external school communities to secure equity entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Headteacher will:

- Recognise and take account of the richness and diversity of the school communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.
- Listen to, reflect, and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners, and the community that enhance the education of all pupils.

Specific Melksham House School responsibilities

- Ensure that Melksham House delivers on all KPI's and metrics laid out in its contractual arrangements with Wiltshire local authority.
- Lead the ongoing review of Melksham House pupil funding, ensuring financial stability.
- Build, foster and maintain relationships with Melksham Community campus

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status with a successful NQT year completed. • Degree or equivalent qualification. • Evidence of continuing professional development. • National Professional Qualification of Headship or working towards completion 	<ul style="list-style-type: none"> • Specialist SEN qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Significant recent and relevant experience as a substantive HT, Deputy or Assistant Headteacher. • Evidence of appropriate professional development for the role of Headteacher (leadership & management) • Able to demonstrate successful/effective leadership in a school and leading whole school improvement. • Experience of policy development and implementation. • Experience in school self-evaluation and development planning. Understanding and experience of the importance of critical self-evaluation to improve outcomes. • Evidence of managing, planning and organising major curriculum areas and driving innovations in teaching and learning. • Completion of safer recruitment training. • Completion of appropriate Child Protection training. • Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation. • Knowledge and understanding of Keeping Children Safe in Education 2024 and Working Together to Safeguard Children 2023 	<ul style="list-style-type: none"> • Recent L3 Safeguarding training. • Experience of leading within a organisation that has a SEMH cohort of pupils. • An understanding of the range of and co-morbidity of special educational needs. • Experience of designing a curriculum that meets the needs of a diverse SEMH community. • Experience of working with a management of local governing committee. • Experience of financial management leadership in a school • Experience of leading and working alongside a multi-disciplinary/therapeutic team. • Attendance at a range of training dealing with current educational issues. • Contribution to staff development across the all phases (e.g. coaching, mentoring, INSET for staff).
Skills and Abilities	<ul style="list-style-type: none"> • Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others. • Able to think analytically and creatively and demonstrate initiative in solving problems. • Excellent written and verbal communication skills. • Possess the skills to lead child protection and safeguarding with up-to-date knowledge of relevant legislation and guidance. • Ability to think and plan strategically and to respond flexibly to change. • Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance. • Ability to engage and motivate students who may find learning a challenge. • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils. 	<ul style="list-style-type: none"> • Outstanding inter-personal relationships including the ability to manage and resolve conflict. • Demonstrate innovative and creative approaches to teaching and learning. • Proven ability to demonstrate personal and professional integrity including modelling values and vision. • Ability to build and maintain quality relationships through effective interpersonal skills and communication. • Awareness of the personal strengths and areas for development of others; listen to reflect on and respond to their views.