

Job Description and Person Specification

Job Title:	Headteacher
Service / Provision:	The Chalet School
Job Family:	Leadership
Line Manager:	Director of SEND
Salary Grade:	Leadership Grade 18 – 22
Annex:	Please ensure you refer to Annex 1 with this Job Description

With support from the Chief Executive Officer (CEO), Education Executive Leadership Team (ELT) and Senior Leadership Team (SLT), the Headteacher (HT) will have professional responsibility for all educational aspects of the school and responsibility for the leadership, organisation, management and conduct of the school. The Headteacher must create a culture of constant improvement through inspirational leadership, committed to the highest achievement for all areas of the school in order to provide an outstanding education of all young 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. You can be required to undertake professional duties delegated by the CEO and have a maximum of a 0.3 teaching commitment.

Key accountabilities, duties and responsibilities

Leadership and Management

- Working with Brunel and their AIB to develop the strategic view of the school and analyse and plan for its future needs and future developments.
- Drive an outstanding commitment to the continuous professional development of employees, focussing on improving standards which are linked to individual and school needs through performance management, Continuous Professional Developments coaching and feedback.
- Ensure full compliance as delegated to the Safeguarding Lead and Deputy Safeguarding Lead.
- Provide regular management supervision to the Key Managers across the school.
- Assume overall responsibility and accountability for Safeguarding and Health & Safety.
- Lead by example, being personally visible and committed to demonstrating Brunel values.
- Monitor appraise and report on the performance of the school to the CEO or Education ELT, the Brunel Board and the school AIB.
- Act as Designated Safeguarding Lead (DSL) for the school.
- Manage and be accountable for the school budget in conjunction with the Central Finance team.

Teaching and Learning and Outcomes: Teaching and Learning

- Oversee day-to-day management of the curriculum, pastoral care, safeguarding and administration of the school, all of which should be appropriate to the pupil's needs.
- Ensure there is a sustainable, attractive and motivating environment for learning.
- Manage the system for monitoring and developing the quality assurance of teaching and learning wherever it is taking place, providing coaching and mentoring where necessary.
- Oversee the effective assessment, recording and reporting system of pupil progress, ensuring there is sufficient rigour and challenge for each pupil.
- Oversee the regular monitoring and evaluation of the curriculum to ensure it is pupil centred and is appropriate, engaging and challenging individual needs.

Teaching and Learning and Outcomes: School Improvements

- Develop and deliver an effective School Evaluation Form (SEF) which identifies appropriate priorities and targets for the next academic year.
- Integrate and implement the key priorities of the SEF into an effective school development plan.
- Identify and communicate the long-term objectives for the school employees and other internal and external stakeholders.
- Monitor the implementation of the development plan, reporting progress to the CEO or Education ELT, AIB and the Board. Link the SEF to the overall financial plan for the school.

Teaching and Learning and Outcomes: Achievement, Assessment, Reporting and Recording

- Monitor evaluate and review pupil progress through analysis of pupil assessment data and intervention with input and support from colleagues with designated responsibility.
- Report as required on pupil achievement to the Education ELT, CEO, AIB, and the Board.

Compliance: Behaviour, Safety and Care of Pupils

- Oversee the SCR and ensure it is accurate and up to date.
- Report on Safeguarding to the Education ELT & AIB, ensure Safer Recruitment standards are compliant working with the Resource team centrally.
- Work with pupils, teachers and families to enhance awareness of Safeguarding issues.
- Promote a culture of Health & Safety wherever pupil learning takes place and ensure compliance with all relevant legislation.
- Initiate review and publish school policies and ensure compliance with National guidelines.
- Promote equality of opportunity regardless of gender, social, cultural, linguistic, religious or ethnic background through a range of activities.

Financial Management

- Work in collaboration with the CEO, Education ELT, ELT and AIB to secure the most cost-effective funding allocation and to manage these resources both prudently and efficiently.

Estate: The Learning Environment

- Ensure the school buildings, its grounds and any learning areas (off site) are safe, appropriately equipped and well-maintained.
- Ensure the learning environments are compatible with the vision of the school and provide the highest quality learning opportunity for all our pupils by working with the central facilities team to make improvements and maintain the facilities to meet the needs of all our pupils.

The Community (we serve): Parents / Carers and the Wider Community

- Communicate the vision of the school to parents, carers, stakeholders and the wider community.
- Oversee the management of the school website to ensure it is fit for purpose and meets the needs of its users.
- Promote and maintain good links with local community.
- Maintain and promote the Brunel open-door policy with parents, carers and local stakeholders.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • First Degree or equivalent. • DfE recognised Qualified Teacher Status/Qualified Teacher Learning and skills. • NPQH • Evidence of participation in recent and continuing professional development relevant to a senior leadership post. • Relevant post-graduate qualification. • Commitment to the Safeguarding of vulnerable young people. • Be willing to follow the school Safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrable experience moving a school out from Ofsted RI to Good successfully • Experience with RAPID school improvement • Experience of leading SEND schools and supporting all aspects of inclusion to successfully meet the needs of pupils with complex special education, social and emotional needs. • Knowledge of the current and relevant inspection frameworks for special schools. • Knowledge of Teacher Standards and how to apply these to assess teacher performance and promote professional development of others. 	<ul style="list-style-type: none"> • Significant recent and relevant experience as Headteacher or Deputy Headteacher. • An understanding of the range of special needs, especially ASC/ASD and SCID. • An understanding of the role of the multiple agencies operating within the wider spectrum of Children's Services. • Serving Ofsted inspector
Skills and Abilities	<ul style="list-style-type: none"> • Communicates effectively and regularly to drive a shared vision and ethos so it impacts on day-to-day shared practice. • Engages parents in supporting pupil's learning. • Understanding of equal opportunities and a commitment to promoting equality for pupils and colleagues. • The ability to motivate employees, pupils and the wider community and engage their active commitment to the Trust's vision. • Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, colleagues, external agencies and the wider community. 	<ul style="list-style-type: none"> • Competent in the use of comparative data and performance indicators to establish benchmarks and set targets for improvements. • Can articulate the key principals of budget management, financial responsibilities and reporting procedures. • High order analytical and problem-solving skills and the ability to make informed judgements.