

JOB DESCRIPTION

POST:	Headteacher
LOCATION:	Battledown Centre for Children and Families
LEADERSHIP:	L16 – L19 (£72,162 - £77,562 dependant on experience)
CONTRACT TYPE:	Full-time, permanent

JOB PURPOSE

To provide vision, ambition, leadership and direction at Battledown; ensuring it continues to develop and maintains high standards.

MAIN DUTIES AND RESPONSIBILITIES

Personal Qualities & Knowledge:

- excellent practitioner employing a caring ethos to ensure our children always come first.
- excellent knowledge of the current issues and future trends impacting on the world of special education.
- confidence and ability to maintain and develop the outstanding nature of our school.
- proven management, interpersonal and teambuilding skills.

Pupils and Staff:

To continue to develop:

- A skilled and highly motivated staff team.
- To work with the Local Advisory Board to monitor the quality of education.
- To work collaboratively with the other MAT Headteachers.
- To build a strong professional relationship with the CEO, School Improvement Lead and represent Battledown with the Trust.

Leadership and Management:

- Ensure that the school's systems, organisation and processes are all in place and are efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding pupils and pupil welfare.
- Welcome strong governance and actively support the Local Advisory Board to understand its role and deliver its functions effectively.
- To continue the current outstanding leadership and the excellent high quality of care and education for pupils.
- To ensure that the school is safe for pupils and compliant with all aspects of safeguarding.

Professional Development to:-

- undertake appropriate and regular training and development to maintain own knowledge and improve practice.
- keep up to date with current local and national educational developments.
- participate in regular performance reviews and self-evaluation.
- willingness to undertake any accredited qualification relevant to the role.

GENERAL DUTIES

- to maintain confidentiality and discretion regarding sensitive information.
- to maintain the confidentiality of all records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act
- to operate IT equipment as appropriate, and keep up to date with developments in IT.
- to participate in the Trust's appraisal programme and complete Performance Management for teachers
- to represent the Trust in all areas in a professional and business-like manner.

HEADTEACHER CONTACTS

Staff, pupils, parents, School Improvement Lead, CEO, LAB Governors, external & internal stakeholders.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the Trust's Equal Opportunities Policy.

The job description allocates duties and responsibilities. It is also underpinned by the Headteachers standards. It is not a comprehensive list of all tasks that the Headteacher will carry out. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. The postholder may be required to fulfil other duties appropriate to the level of the role. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(HR Officer)

Date:.....

PERSONAL SPECIFICATION Headteacher (Battledown Centre)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> Qualified Teacher Status Evidence of being an outstanding classroom teacher Substantial relevant and recent experience of whole school leadership Evidence of personal professional development over the previous 5 years 	<ul style="list-style-type: none"> NPQH or commitment to completing NPQH or equivalent
Vision & Strategy	<ul style="list-style-type: none"> Experience of school self-evaluation and performance management processes to lead school improvement A clear understanding of strategic planning and implementation A commitment to developing an effective team culture that enables pupils and staff to excel A clear knowledge of the Ofsted framework and commitment to sufficiently prepare for an inspection 	
Leadership	<ul style="list-style-type: none"> Ability to lead by example, inspiring staff and pupils to generate high standards of work Ability to manage change successfully to improve standards Ability to delegate appropriately to ensure successful implementation of the school improvement plan Experience of analysing data and using this analysis to inform planning and practice Ability to demonstrate a commitment to developing others 	

<p>Teaching & Learning</p>	<ul style="list-style-type: none"> • Demonstrates effective use of both innovative and traditional approaches to teaching and learning • Demonstrates a clear understanding of high-quality teaching and learning and the ability to offer constructive guidance • Demonstrates a proven success in raising standards • Shows understanding of, and commitment to, inclusive education • Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements, and which is sufficiently well differentiated and resourced to meet the needs of all pupils 	<ul style="list-style-type: none"> • Demonstrates an interest in a commitment to use of education research, identifying new evidence- based initiatives to enhance pupil outcomes
<p>Additional skills and abilities</p>	<ul style="list-style-type: none"> • The ability to relate positively to the staff, pupils, colleagues, parents, governors and others who contribute to the work of the school • The communication skills needed to provide clear and accurate information and well - informed advice • The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate • To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues 	

Stakeholder engagement	<ul style="list-style-type: none"> • The ability to communicate and network with other stakeholders for the benefit of the whole school • A record of supporting extracurricular activity and placing the school at the heart of the community 	
Knowledge & values of the Trust	<ul style="list-style-type: none"> • the ability to demonstrate a commitment to the wider work of the Trust • the ability to identify with the Trust's values & principles 	