

Job Description – Head Teacher

Job Purpose (including main duties and responsibilities)

- To provide strategic and operational leadership and management that enables the service to give every pupil an outstanding education. The post holder will promote the highest possible standards of achievement and well-being to secure the long-term success of the service.
- To deliver the vision, values and curriculum of the Service to ensure that Whiteheath Education Centre has best practice in the re-engagement and education of young people, overcoming their barriers to learning, equipping them with the skills for future success and enabling their reintegration into mainstream provision or meaningful onward progression.
- To develop partnerships with local services and the wider community and meet the requirements of the Local Authority, Department of Education, Ofsted and examining bodies.
- To instil a creative and innovative style of leadership that inspires the pursuit of excellent educational standards and high aspirations for all pupils.
- To demonstrate a dynamic and professional leadership style which motivates staff, sets high expectations, enhances achievement and encourages rigorous and on-going self-evaluation.
- To create a culture that challenges prejudice, values diversity and promotes equality.
- To act as a member of the local governing body,
- The post holder will be required to carry out their duties in line with professional standards and codes of conduct.

Leadership, Strategic direction & development

- Work with the governing body to create the strategic vision, ethos and curriculum plan of the service and its leadership structure.
- Translate the service's vision and aims into operational objectives and plans, motivating and empowering others to carry the vision forward.
- Ensure the successful delivery of the vision, ethos, aims and objectives as determined by the Governing Body
- Provide dynamic, consistent and motivational leadership to the staff, children, families and wider community served by the service
- Deliver a curriculum model that will address the barriers to learning of young people attending Whiteheath Education Centre, re-engage them with learning, and ensure rapid progress to the point where they can successfully re-integrate into a mainstream setting or achieve meaningful onward progression.
- Implement robust and sustainable strategies to drive through changes necessary to deliver high quality services, within the service and for the broader community.
- Ensure high quality, multi-agency services are available to support the educational, behavioural and social needs of young people attending the service.

- Provide leadership support to partner services to influence their ability to manage young people who present with barriers to learning.
- Gain and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans.
- Ensure that the provision reflects the highest professional standards and receives positive OFSTED reports
- Ensure that effective systems for delivering high quality educational programmes to pupils referred to the service are developed and maintained.
- Recruit appropriately qualified and experienced staff and deploy staff effectively to ensure the highest quality of education is provided.
- Ensure that statutory requirements, the decisions of the Governing Body and the needs of the pupils, their parents/carers, commissioners and the community are met.
- Develop a service that is constantly seeking ways to learn and improve its performance.
- Ensure that the values, ethos, policies and procedures are relevant, fair, inclusive and consistently implemented.
- Be responsible for the management, development, and resourcing of policies.
- Manage the service effectively, ensuring the successful implementation of an innovative curriculum offer and the day-to-day smooth running of the service.
- Advise the Governing Body on the formation of the annual budget in order to ensure the service achieves its objectives.
- Take the lead in monitoring, evaluating and reviewing, health and safety, and risk assessment of the service budget and buildings.
- Deliver effective operational management for the Whiteheath Education Centre financial and physical resources
- Supervise the efficient management of the service budget.
- Supervise effective use and development of service premises and resources
- Act in accordance with legislation affecting the conduct of the service, particularly that governing health and safety matters and employment rights.

Teaching and learning

- Use a personalised curriculum, based on individual need and supported by the specialist model to motivate and incentivise young people to re-engage with education through alternative forms of learning.
- Lead on the design and implementation of the service's overall provision
- Lead on service development initiatives and monitoring/evaluation with a view to improving learning outcomes and pupil examination results
- Develop a purposeful and focused learning environment through the effective management of young people's behaviour and a joint learning approach for pupils and parents / carers.
- Ensure that the staffing structure enables a consistent and continuous service-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track, evaluate and report individual pupil progress.
- Monitor, evaluate and review classroom practice and promote improvement strategies; aiming for outstanding standards of teaching and learning at all times

- Develop strategies that will promote 'Learner Voice' and involve pupils in a meaningful way in the future development of the service, treating them as partners in the learning process.
- Maintain high expectations amongst staff for the progress of all pupils.
- Take overall responsibility for discipline, pastoral care, safe-guarding and pupil progress.
- Ensure records and reports are available to parents/carers and outside agencies in line with data protection policy
- Develop a wide range of curriculum enrichment activities promoting the opportunities provided for pupils and families and the service community.

Pastoral Care

- Develop an ethos of mutual respect, integrity, compassion and tolerance providing an inclusive environment for all.
- Develop and give a high level of attention to effective relationships within the service and between the service and the local community.
- Develop strategies which promote the highest standards of behaviour and attendance.
- Achieve and promote a culture of high levels of aspiration within the service and between the service and the local community.
- Provide nurturing and attentive pastoral care for all pupils.
- Provide opportunities for pupils to understand and adopt healthy behaviours and lifestyles
- Provide opportunities for pupils to develop their spiritual, moral, social and cultural understanding
- Manage pastoral care, pupil welfare, anti-bullying and child protection procedures effectively

Partnerships

- Work in partnership with parents and carers to raise the educational standards, promote lifelong learning and improve outcomes for all.
- Create strong links and collaborative ways of working with all stakeholders including commissioners, the wider community and services, to achieve common goals.
- Work with commissioners to develop effective partnerships and robust procedures for the commissioning of places.
- To work with other public and voluntary sector agencies, and local businesses in the local community to develop curriculum opportunities
- Develop partnerships with the local Children's Services and other relevant agencies for the benefit of the young people.
- Assume ultimate responsibility for communication with parents/carers, commissioners and outside agencies.
- Engage with a wide range of community and business organisations; develop partnerships and opportunities for collaboration with local industries to support pupils developing awareness of the world of work.

Managing people & developing strong working relationships

- Advise the Governing Body on the recruitment and selection of staff.
- Ensure all teaching and support staff are fully informed of strategic and operational objectives.
- Provide inspirational leadership and guidance for staff.
- Establish staff roles and responsibilities, initiating and maintaining suitable staff performance management procedures and ensuring systematic and equitable professional development arrangements
- Implement the Services Appraisal policy and processes that will set operational and / or performance goals for all members of staff and which are clearly linked to the long term objectives as set out in the strategic and annual improvement plans.
- Ensure the development and implementation of effective HR policies and procedures for staff induction, professional development and performance review in line with service policy
- Encourage and manage the on-going professional development of staff ensuring that the CPD strategy is aligned with the strategic goals of Whiteheath Education Centre
- Create and develop an organisation in which staff recognise that they are accountable for the success of the service.
- Participate in Continuous Professional Development in pursuit of service improvement and disseminate learning to appropriate service staff.

Safeguarding young people

- Have due regard for safeguarding and promoting the welfare of young people ensuring that the child protection procedures are adopted and adhered to by the service.
- Ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.
- To ensure the safety and welfare of children, young people and vulnerable adults at all times.
- Report to the appropriate authorities any concerns relating to child protection or protection of vulnerable adults.
- Undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearance.
- Ensure all stakeholders have undergone the statutorily required clearance.

Health and safety

Employees are required to work in compliance with the service's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the service. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals

In addition the post holder must:

- Ensure that they do not compromise the health and safety of others and themselves in the workplace; recognising the legal responsibility to take reasonable care for the health and safety of him/herself and of the other people who may be affected by act or omissions at work.
- Co-operate with any legal steps the Service may take to fulfil its obligations under the Health and Safety at Work Act (HASAW). Refer to the Staff Handbook for the full Health and Safety policy.
- To uphold safe and efficient working policies and practices, undertake supervision and training and respect and progress equal opportunities.

Accountability

- Work closely with the Governors.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning; high achievement and value for money.
- Present a coherent and accurate account of the service's performance in a form appropriate to a range of audiences, e.g. governors, commissioners and parents.
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Work with the governing body to regularly review own practice, set personal targets and take responsibility for own development.
- Carry out such other duties as required by the Board and are commensurate within the role