



Job Description

Appointment Details

| | |
|------------------|--|
| Grade: | Leadership scale, range L36 to L43 |
| Contract: | Full-time, permanent |
| Responsible to: | Governing Body |
| Responsible for: | All staff and pupils at Trinity School |

Key Role and Purpose

To provide professional leadership and management for our school and to promote a secure foundation from which to achieve the highest possible standards in all areas of our school's work.

To work with the Governing Body to develop a collaborative and collective school vision which places our pupils at the centre of everything we do and which embraces excellence, high standards and inclusion, and to translate that vision into reality.

To develop a team that has the necessary skills, knowledge and experience to improve the life chances of our pupils and to promote equality, respect diversity, challenge stereotypes and to promote the rights of children and young people.

To promote and deliver best practice and excellence in teaching and learning, ensuring that every pupil achieves his or her maximum potential, and to monitor progress towards achieving this.

To create a safe and productive environment, which is both engaging and fulfilling for all pupils.

To efficiently and effectively manage school finances and resources to enable our school to successfully achieve our vision and aims.

To develop and to maintain effective relationships with the Governing Body to ensure effective governance of our school and to assist the Governing Body in the discharge of its' responsibilities.

To develop and to maintain effective relationships with parents and carers, recognising the role parents, carers and families play in helping children to succeed and thrive.

To develop and to maintain effective management and leadership of staff at our school through working closely with the school's established leadership team.

To create an outward-facing school that works collaboratively with other schools, organisations, partners and with members of the wider community, to enhance the education of all pupils and to champion best practice.

To take responsibility for the Living and Learning Centre during school holidays periods.

To ensure that the school's and Local Authority core pedagogy of Structured Teaching (TEACCH) is delivered by facilitating training for staff across the borough, which is provided by Trinity School.

To accept responsibility for the continuing development of our extended schools/respite programme.

General Professional Requirements and Functions

The Headteacher is expected to:

- Observe and undertake the professional responsibilities of a Headteacher as outlined in the latest edition of the School Teacher's Pay and Conditions document.
- Observe, demonstrate and promote the high standards of excellence required of Headteachers as detailed in the latest edition Department for Education National Standards of Excellence for Headteachers.
- Observe and enact any relevant statutory guidance or regulation relating to the education or welfare of children and young persons, or to the efficient management and organisation of schools, that is promulgated by central or local government.

Specific Duties and Responsibilities

Shaping the Future

To work with the governing body and others to create a shared strategic vision for our school which inspires and motivates pupils, parents and carers, staff and other members of the school community and to plan for the future needs and further development of our school

To achieve this, the Headteacher will:

- Assist governors to formulate ambitious aims and objectives for our school around the strategic vision and develop and implement the policies through which they will be realised and achieved.
- Create an ethos and provide an educational vision which embraces and encourages continual improvement and which enables all pupils to maximise their life chances and achieve their full potential.
- Assist governors to create a strategic development plan for our school which reflects our school vision, aims and objectives and devise appropriate mechanisms to implement the plan and monitor progress towards its achievement.
- Inspire, challenge, motivate and empower others to carry the strategic vision and ethos forward.
- Think strategically and plan for the future.
- Promote a culture of continual school improvement, high attainment and best practice.

Improving the Life Chances of Pupils

To work with the Governing Body and others to improve the life chances and expectations of all our pupils and to prepare them for adult life, enabling everyone to reach their maximum

potential and, in so far as is possible, to live independent or near-independent lives when they leave school.

To achieve this, the Headteacher will:

- Develop and demonstrate an effective working knowledge and understanding of the range of medical conditions and disabilities of our pupils.
- Promote an understanding of the range of medical conditions and disabilities of our pupils amongst all members of staff.
- Listen carefully and respond to what is being communicated by our pupils and those caring for them.
- Establish close, effective and successful working relationships with healthcare, social care and other professionals involved in the care and wellbeing of our pupils.
- Develop a holistic approach to the successful education of our pupils and, where necessary and appropriate, promote or incorporate medical and therapeutic interventions to improve development, wellbeing and learning.
- Develop and promote an ethos which focuses on preparing our pupils for adult life by developing life skills and the capacity for independent or near-independent living and exploring possible avenues for future employment.

Leading Teaching and Learning

To work with the Governing Body to secure and sustain consistently high quality teaching and learning throughout our school and to ensure that all pupils achieve their maximum potential.

To achieve this, the Headteacher will:

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practices of effective teaching and learning.
- Establish creative and responsive approaches to teaching and ensure that effective learning is embedded throughout our school and at the centre of our activities.
- Ensure the design and implementation of a curriculum which inspires and engages all pupils and which properly prepares them for adult life, enabling every pupil to reach their maximum potential.
- Monitor, evaluate and review classroom practices and develop and promote improvement strategies to ensure the highest possible standards of teaching throughout our school.
- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarking to monitor and improve every pupil's progress.
- Develop and implement strategies to secure and maintain high standards of behaviour and attendance.
- Celebrate achievement and excellence and challenge poor performance across our school.

Developing Self and Working with Others

To develop effective relationships and communication which will underpin a professional learning and caring community that enables everyone in our school to achieve.

To achieve this, the Headteacher will:

- Foster an open, fair and equitable culture across our school and manage conflict impartially and dispassionately.

- Develop, empower and sustain individuals and teams.
- Engender positive working relationships with and between all staff and with governors.
- Lead, challenge, influence and motivate staff and others to attain high goals.
- Enable all staff to develop expertise in their respective roles through comprehensive identification of needs and providing an effective programme of continuing professional development.
- Give and receive effective feedback and act to improve personal performance.
- Work collegiately, delegate appropriately and accept support from others including colleagues, governors and the local authority.
- Maintain effective relationships with organisations representing teachers and other staff members.

Managing the Organisation

To deliver effective and efficient management and organisation of our school, its staff and its resources in order to provide a safe and productive learning environment and to engender a culture of continual and rigorous self-evaluation and improvement. To lead, motivate, support, develop and challenge staff to secure individual and collective improvement. To develop organisational structures, policies and procedures that are fit for purpose and which fully meet the needs of our school and the expectations of our pupils and those that care for them.

To achieve this, the Headteacher will:

- Lead by example as a model of professional conduct demonstrating high personal standards, professional expertise and commitment.
- Manage our school effectively and efficiently on a day to day basis, working closely with the leadership team and finance, HR and school office staff.
- Create an organisational structure which delivers the vision, aims and objectives of our school and which enables it to function effectively in line with legal and regulatory requirements.
- Exercise sound financial planning and management of our school in accordance with current policies and regulations ensuring effective administration and control of expenditure.
- Assist governors to prepare and set an appropriate annual budget for our school, matching anticipated income to appropriate spending priorities in order to maximise pupil achievement.
- Manage, monitor and review the range, quality and use of accommodation and resources across our school to maximise pupils' achievement, secure value for money and eliminate waste, ensuring an equitable distribution according to the requirements of the curriculum and individual pupil's needs.
- Provide a safe, secure, calm and well-ordered school environment suited to the needs of all our pupils.
- Promote the innovative use of information technology across our school.
- Assist governors to develop and issue appropriate policies governing the efficient and effective management, organisation and functioning of our school and to devise, publish and implement effective procedures to enact those policies.
- Work with governors to recruit teaching and non-teaching staff of the highest quality and ability.
- Deploy and manage staff efficiently and effectively, making use of their individual skills, expertise and experience, to provide a high quality education for our pupils.

- Plan, allocate, support and evaluate work undertaken by individuals and teams, ensuring clear delegation and delineation of responsibilities in a manner consistent with individual terms of reference and conditions of service.
- Utilise fully the senior staff of our school in order to develop their skills as effective leaders and managers and to ensure the effective management of our school in the absence of the Headteacher.
- Ensure that all staff have access to advice and training appropriate to their needs, in accordance with school policies.
- Ensure that newly appointed staff or those returning after a break have access to appropriate support and guidance during their first year.
- Implement effective systems for the management and appraisal of performance for all members of staff, incorporating individual targets for future development and betterment and, in the case of teachers, for targets relating to pupil achievement.

Securing Accountability

To meet legal and contractual to the Governing Body for the school, its environment and all its work, including any Local Authority functions contracted out to the school. To be accountable to pupils, parents and carers for the quality of education and care provided.

To achieve this, the Headteacher will:

- Support and advise the Governing Body to enable governors to meet their statutory responsibilities.
- Provide timely and accurate information and reports to the Governing Body on the discharge of the Headteacher's functions, the affairs of the school, financial management, the quality of teaching and learning and pupil progress.
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, well understood and agreed, and that are subject to rigorous review and evaluation.
- Develop and present a coherent, accurate and easily understood account of our school's performance in a form suitable for a range of audiences.
- Ensure that parents, carers and pupils are well informed about the workings of our school, the curriculum, attainment and progress and that all parents and carers are given every opportunity to contribute to, and participate in, decision making about their child's education and care.

Strengthening Community

To promote the spiritual, moral, social and cultural well-being of our pupils. To promote fundamental British values and to challenge prejudices. To work collaboratively with parents and carers, with other schools and with external agencies and organisations to bring positive benefits to our pupils and to the wider community.

To achieve this, the Headteacher will:

- Build a school culture that recognises the richness and diversity of our community.
- Create, promote and maintain positive strategies for challenging prejudices, bullying and harassment.
- Create, promote and maintain positive strategies to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

- Collaborate with other agencies and organisations to promote the academic, spiritual, moral, social, emotional and cultural development and well-being of our pupils.
- Collaborate with healthcare and social care colleagues to promote a holistic approach to the education, wellbeing and care of our pupils and to support those that care for them.
- Create, promote and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- Collaborate with the Local Authority and with the Headteachers of other local special schools and special provisions to promote best practice and to plan for and to improve the delivery of special needs education across the Authority.
- Develop and maintain a range of community based learning and development experiences for our pupils.
- Develop, maintain and review after school and holiday clubs, and other out of school provisions as appropriate, for the benefit of Trinity School pupils and, where appropriate, the wider community,
- Seek and develop opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and to promote the school within the wider community.

Safeguarding Pupils

To ensure the safety and welfare of our pupils.

To achieve this, the Headteacher will:

- Be committed to safeguarding and promoting the welfare of all our pupils.
- Advise the governors on appropriate policies and devise and implement procedures to ensure the safety and wellbeing of our pupils.
- Ensure that all staff have access to formal training and advice on child protection and safeguarding.
- Work collaboratively with other agencies to protect children and share information where appropriate.

Notes

This job description sets out the principal expectations of our school in respect of the post-holder's professional responsibilities and duties, but does not direct the amount of time to be spent carrying out any particular element.

Trinity School operates an on-call roster for senior staff to deal with any unexpected occurrences affecting out school outside of normal operating hours, including safeguarding and child protection issues that may arise out of term time in our 48-week provision or during extended schools provision. Notwithstanding this arrangement, the Headteacher retains overall responsibility for all matters affecting the school at all times.

Post Holder..... **Date**.....

Chair of Governors..... **Date**.....