



St Clare's School
Where we reach our goals!

Job Description

Job Title: Head of School

Location: St Clare's School

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Location:	St Clare's School (4 Rough Heanor Road, Mickleover, Derby, DE3 9AZ)
Hours per week:	32.5 hours per week (Full time)
Weeks worked per year:	52 weeks per year (All year round)
Reporting to:	Executive Headteacher
Salary Scale:	Leadership Pay Scale, Points 14 - 18

Main purpose of Role

- The Head of School will be the operational leader of St. Clare's School, providing visionary leadership and strategic direction to ensure the continued growth and success of our exceptional Special School.
- Working closely with our dedicated staff, the Head of School will foster a dynamic and nurturing learning environment that empowers our students to engage in education and to excel on their academic journeys.

Principal Accountabilities:

Responsible for:	<ul style="list-style-type: none"> • Under the direction of the Executive Headteacher will be responsible for providing the leadership and management of the Academy in line with the vision of Esteem MAT and will manage the day-to-day running of the school. • Work closely with the Exec HT to implement the school's strategic vision. • Managing the Academy's operations; student affairs, staff management, and parent and community engagement to ensure the effective and efficient running of the School. • Manage senior and middle leaders, developing and embedding a professional culture amongst all staff at the school. • Work with staff to promote high-quality teaching across all pathways and subjects. • Work with the local governing board/board of trustees and Executive Headteacher to keep them informed of the educational performance of the Academy, giving them what they need to provide support and challenge. • Ensure that staff and pupils have the appropriate support and resources to enable teaching and learning to be effectively delivered.
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	<ul style="list-style-type: none"> • Ensure that pupils are given appropriate academic and behavioural support and that their health and physical well-being are being catered for.
<p>Main Duties</p>	<ul style="list-style-type: none"> • To implement the values, vision and mission in accordance with the school's philosophy and policies. • Act as a critical friend to the Exec HT, demonstrating high standards of personal integrity, loyalty, discretion, and professionalism and publicly supporting all decisions of the Executive Headteacher, Governing Body, and Multi-Academy Trust. • Set and communicate high expectations, promoting individual and community aspirations. • Put in place strategies to ensure high standards of behaviour and attendance, as well as to reflect the Academy's agreed-upon values in responding to the needs of vulnerable individuals. • Create and sustain a positive culture, and treat all people fairly, equitably, and with dignity and respect. Manage conflict effectively while aiming for positive outcomes. • Create and sustain a culture of high expectations and aspirations for themselves and others, taking appropriate action when performance is inadequate and providing and receiving effective feedback. • Recognise responsibilities and celebrate the accomplishments of individuals and teams. • Interviewing and hiring candidates for teaching positions based on their qualifications and their fit with the school community. • Assisting with the implementation of new policies at the school and communicating any changes to parents and staff. • Have regard for their own and others' well-being, managing their workload to promote a healthy work-life balance, and encouraging and enabling others to do the same. • Help to develop the education system by sharing best practices, collaborating with other Academies, and promoting innovative initiatives, particularly with other Trust Academies. • Create and present to a variety of audiences, including governors, parents, and carers, a coherent, understandable, and accurate account of the Academy's performance. • Oversee the organisation of promotional, parental, and student events for the school and its programs, such as progress evenings or fundraisers.

	<ul style="list-style-type: none"> • To work in close partnership with parents, carers and other stakeholders. • To ensure in all situations the collaborative nature of working between non-teaching staff, support services and parents. • To maintain an inclusive and orderly learning environment through the effective management of resources, lesson planning and positive behaviour support. • Attend meetings as appropriate related to school development, pupils and curriculum. • Play an active role in own performance management and professional development including taking actions agreed at review meetings.
Organisation	<ul style="list-style-type: none"> • To be in charge of maintaining and developing a broad, balanced, and cohesive curriculum that is appropriate for all students and adheres to national guidelines. • Ensure that the curriculum is reviewed, evaluated, and applied on a regular basis. • Create and maintain effective strategies and procedures for new employee orientation, professional development, and performance evaluation. • Ensure effective team and individual work planning, allocation, support, and evaluation, including clear task delegation and devolution of responsibilities. • Be in charge of the Academy's day-to-day operations. Overseeing the overall operation of the school, and supervising staff. • In collaboration with the Executive Headteacher, develop and implement clear, evidence-based improvement plans and policies for the Academy and its facilities. • Ensure that policies and practices consider national and local circumstances and promote effective performance management processes with all employees. • Collaborate with the Executive Headteacher to assist them in fulfilling their statutory obligations by providing objective professional advice and regular updates on the Academy's progress. • Effective planning and assisting the Executive Headteacher and Governing Body in the development of school-based indicators as a basis for monitoring and evaluating educational performance and resource use.

	<ul style="list-style-type: none"> To supervise the work of teaching staff and non-teaching staff and support them in the organisation and implementation of appropriate work with the pupils. To maintain records of assessment and collect appropriate data, pupil education programmes and plans, risk assessments and positive behaviour records as required by the school.
Links	<ul style="list-style-type: none"> Collaborate with the Exec HT to assist them in fulfilling their statutory obligations by providing objective professional advice and regular updates on the Academy's progress. Help to develop the education system by sharing best practices, collaborating with other Academies, and promoting innovative initiatives, particularly with other Trust Academies. To attend regular review meetings with parents. To promote the ethos of integrated working by liaison with a range of professionals as required. To organise, deliver and take part in in-service training and maintain professional development and review as required.
Other General Requirements	<ul style="list-style-type: none"> Represent and promote the ethos and values of Esteem Multi-Academy Trust To take and be accountable for all decisions made within the parameters of the job description Participate with performance management and training and activities that contribute to personal and professional development Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Registered Office
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Website: www.esteemmat.co.uk

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Leadership qualification (or willing to undertake) – e.g. NPQ's
Experience	<ul style="list-style-type: none"> • Experience in senior leadership • Experience teaching SEN children in a mainstream class/special school setting /AP setting • Experience working with SLD/MLD/ASC/SEMH pupils 	<ul style="list-style-type: none"> • A track record of successful leadership, including academic achievements and positive changes in school culture, is highly desirable. • Experience working and leading in a special school
Knowledge	<ul style="list-style-type: none"> • Evidence of relevant training within the past 2 years • A commitment to undertake further relevant training • Knowledge of appropriate behaviour management techniques for children and young people with SEN, communication difficulties and challenging behaviours • Knowledge of Headteachers' standards • Knowledge of how to adapt the national curriculum to suit the learners' needs with a deep understanding of educational theories, teaching methods, and curriculum development is essential for guiding and evaluating academic programs. • A working knowledge of the Secondary curriculum • Ability to contribute effectively to school self-review 	<ul style="list-style-type: none"> • An understanding of curriculum development, timetabling instructional strategies, and educational assessment is vital to support and enhance the school's academic programs. • Demonstrate a clear understanding of equal opportunities, particularly issues relating to special needs • Designated Safeguarding Lead Training

	<ul style="list-style-type: none"> • Knowledge of the EHCP review process • Proven ability to work on own initiative, be well organised, prioritise effectively and achieve results against deadlines • A working knowledge of both secondary and primary curriculum • A Relational approach to behaviour management 	
Abilities	<ul style="list-style-type: none"> • Strong Leadership with strategic and operational decision-making skills • Solution driven • Passion for Inclusive Education • Strong verbal and written communication skills are necessary for interacting with students, parents, staff, and other stakeholders. • The ability to handle crises, emergencies, and other unforeseen situations is crucial for maintaining the safety and stability of the school. • The ability to develop and implement a strategic vision for the school's future is essential. • Ability to show initiative and adaptability • Resilient, patient, empathetic and emotionally intelligent • Excellent communicator with a collaborative Nature • Innovative and creative • Exemplify the Nolan Principles of Public Life • The ability to lead change and school improvement in partnership with the Executive 	<ul style="list-style-type: none"> • Be an innovative and creative thinker • Be a team player with a good sense of humour • Excellent communication skills – tactful, patient and sensitive



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	Headteacher, with clarity and positivity	
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Signed:

Date: