



**Longcause Community
Special School**

JOB DESCRIPTION

POST TITLE: Headteacher

SALARY: Group 6, L21-L27 (£84,699 - £98,106)

Job Summary:	
Roles	<ul style="list-style-type: none">• Designated Safeguarding Lead• SEND Lead• Outreach lead
Responsibilities	<ul style="list-style-type: none">• Strategic direction of Longcause School• Effectiveness of Senior Leadership• Self-Evaluation and school Improvement• Governance• Staff recruitment – Staffing of Classes• Allocation of pupils – Consults for pupil places• Oversee outreach and Lead outreach team
Line Management Responsibility	Deputy Heads x2, Assistant Head, School Business Manager, HR Lead and Family Team
Main Purpose	
<ul style="list-style-type: none">• Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community• Establish and oversee systems, processes and policies so the school can operate effectively• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context• Make sure these school improvement strategies are effectively implemented• Monitor progress towards achieving the school's aims and objectives• Allocate financial resources appropriately, efficiently and effectively	
Qualities	
<ul style="list-style-type: none">• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct• Build positive and respectful relationships across the school community	

- Serve in the best interests of the school's pupils

Duties and Responsibilities

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Ensure good order and discipline amongst pupils and staff
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, Curriculum and Assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and Special Educational Needs and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Whole School Organisation, Strategy and Development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures
- Consult and communicate with the governing body, staff, pupils, parent and carers.

Managing the School

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Consult and communicate with the governing body, staff, pupils, parent and carers.

Management of Staff and Resources

- Lead, manage and develop the school workforce, including appraising and managing performance.
- Organise and deploy resources within the school.

- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of the school's workforce.
- Lead and manage the school's workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments

Threshold Assessment

- Decide whether a teacher at the school who applies for a post-threshold teacher assessment meets the relevant standards.

Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, Accountability and Working in Partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Dedicated Headship Time

- A headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

Daily Break

- A headteacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as headteacher during that break.

Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.