

## Job Description

<b>Job Title:</b>	<b>Headteacher</b>	<b>Reports To:</b>	<b>Regional Director</b>
<b>Location:</b>	<b>Gloucestershire Academy of Inspirational Learning (GAIL)</b>	<b>Accountable To:</b>	<b>Chief Executive Officer</b>
<b>Salary/Grade:</b>	<b>Leadership Scale</b>	<b>Hours of Work:</b>	<b>Full Time</b>

The job description may be amended at any time following discussions between the Headteacher/Regional Director/CEO and will be reviewed annually as part of the Headteacher's performance review.

## Principal Purpose of the Role

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

### The Headteacher will:

- Successfully lead and develop Gloucestershire Academy of Inspirational Learning (GAIL) and ensure that it meets the needs of the pupils who have a diverse range of Special Educational Needs
- Effectively manage teaching and learning
- Promote excellence, equality, and high expectation for all pupils
- Provide vision, leadership, inspiration, and direction
- Be the lead professional for safeguarding and child protection
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources effectively to achieve the school's aims
- Carry out day-to-day management, organisation, and administration
- Secure the commitment of the wider community by maintaining and developing active partnerships
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the School's Local Governing Board

## To improve the life chances of children and young people

The Headteacher will work with the Regional Director, Local Governing Board and Trust to develop a staff that has the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes in order to promote the rights of children and young people. He or she will recognise the role that parents, carers and families play in helping children and young people to succeed and thrive through being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.



**The Headteacher will ensure that staff:**

- Listen, question and respond to what is being communicated by children and those caring for them
- Demonstrate knowledge of the physical, intellectual, linguistic, social and economic growth and development of babies, children and young people
- Recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
- Understand the impact on a young person of transitions they may be going through
- Work successfully on a multi-agency basis and be clear about the role of the Headteacher and the roles of other professionals
- Adopt the right approach to information sharing by following the correct procedures and by ensuring that the child or young person, parent or carer understands the process

**To shape the future**

The Headteacher will work with the Regional Director, Local Governing Board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school communities and to develop the ethos of the school linked to its core aims and values.

**The Headteacher will:**

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school.

**To lead teaching and learning**

The Headteacher will take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

**The Headteacher will:**

- Demonstrate personal enthusiasm for, and commitment to, the learning process
- Demonstrate the principles and practice of effective teaching and learning
- Access, analyse and interpret information
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement
- Acknowledge excellence and challenge poor performance across the school



## To develop self and work with others

The Headteacher will develop relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

### **The Headteacher will:**

- Foster an open, fair, equitable culture and manage conflict
- Develop, empower, and sustain individuals and teams
- Enable staff to manage their workload to achieve an appropriate work-life balance
- Collaborate and network with others within and beyond the school and trust
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues, governors, Trust, and the Local Authority

## To manage the organisation

The Headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.

Through effective collaboration with others, he or she will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment for pupils, staff and members of the school communities. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

### **The Headteacher will:**

- Establish and sustain appropriate structures and systems
- Manage the school efficiently and effectively on a day-to-day basis
- Delegate management tasks and monitor their implementation
- Prioritise, plan, and organise his/her own work and that of others when appropriate
- Make professional, managerial, and organisational decisions based on informed judgements
- Think creatively to anticipate and solve problems.

## To secure accountability

The Headteacher is legally and contractually accountable to the Trust for the school, its environment and all its work. The Headteacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Trust, the Local Authority, and other relevant groups.

### **The Headteacher will:**

- Demonstrate awareness of national policy direction and anticipate educational trends
- Engage the school communities in systematic and rigorous self-evaluation of the work of the school and work closely with the Local Governing Board to ensure that effective self-evaluation informs school improvement priorities
- Collect and use a rich set of data to understand the strengths and weaknesses of the school



- Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
- To actively monitor and respond to SEN initiatives at national, regional and local levels, identifying opportunities to expand the Academy's provision and following these through to fruition.

## To strengthen community

The Headteacher will engage with the internal and external school communities to secure equity entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

### **The Headteacher will:**

- Recognise and take account of the richness and diversity of the school communities
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities
- Listen to, reflect, and act on community feedback
- Build and maintain effective relationships with parents, carers, partners, and the community that enhance the education of all pupils.

Job Descriptions are not exclusive or exhaustive and the nature of the Headteacher's position entails that the post holder may be required to carry out additional duties as reasonably required.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal term-time hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties and hours to meet deadlines and deliver key objectives.

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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status with a successful NQT year completed</li> <li>• Degree or equivalent qualification</li> <li>• Evidence of continuing professional development</li> <li>• National Professional Qualification of Headship or working towards completion</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist qualifications in SEN</li> </ul>
<b>Professional Development/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of appropriate professional development for the role of Headteacher (leadership &amp; management)</li> <li>• Attendance at a range of training dealing with current educational issues</li> <li>• Contribution to staff development across the all phases (e.g. coaching, mentoring, INSET for staff)</li> <li>• Completion of safer recruitment training</li> <li>• Completion of appropriate Child Protection training</li> <li>• Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation</li> <li>• Knowledge and understanding of Keeping Children Safe in Education 2023 and Working Together to Safeguard Children 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Recent L3 safeguarding training</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Recent successful leadership as a Headteacher / Principal or Deputy/Assistant Headteacher</li> <li>• Able to demonstrate successful/effective leadership in a school.</li> <li>• Experience of leading whole school improvement</li> <li>• Experience of policy development and implementation</li> <li>• Experience in school self-evaluation and development planning. Understanding and experience of the importance of critical self- evaluation to improve outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with the Local Governing Board.</li> </ul>





<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant teaching experience with the SEND sector with proven skills as a teacher and an ability to demonstrate and share effective practice</li> <li>• Experience of providing professional challenge and support to others through the performance management process</li> <li>• Ability to use data effectively, utilising assessment and target setting to raise standards</li> <li>• Able to exemplify how the needs of all pupils have been met through high quality teaching</li> <li>• Possess and demonstrate understanding of strategies to promote positive behaviour management and evidence effective implementation of a range of behaviour management strategies</li> <li>• Experience of leading and working alongside a multi-disciplinary/therapeutic team</li> <li>• Experience of financial management leadership in a school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of senior leadership in a specialist setting</li> <li>• Recent highly effective experience of teaching in a specialist setting, including planning and assessment</li> <li>• Experience of designing a curriculum that meets the needs of a diverse autistic and SEMH community</li> <li>• Knowledge of autism and SEND theory to support whole school strategic and operational development</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others</li> <li>• Able to think analytically and creatively and demonstrate initiative in solving problems</li> <li>• Excellent written and verbal communication skills (this will be assessed at all stages of the process)</li> <li>• Possess the skills to lead child protection and safeguarding with up-to-date knowledge of relevant legislation and guidance</li> <li>• Demonstrate innovative and creative approaches to teaching and learning.</li> <li>• Ability to think and plan strategically and to respond flexibly to change</li> </ul>	



	<ul style="list-style-type: none"> <li>• Competent with the use of ICT and Communication Technology</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance</li> </ul>	
<b>Philosophy &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Clear personal philosophy of education and enthusiasm in promoting aims, objectives and ethos of the school</li> <li>• Committed to the promotion of well-being and pastoral care to all staff and children.</li> <li>• Able to relate to all pupils from whatever background in order to motivate them to achieve their potential</li> <li>• Able to relate to all pupils from whatever background in order to motivate them to achieve their potential</li> <li>• Committed to promoting links with the Trust and Other Trust Schools, parents, governors, community and developing parent / carer engagement in learning</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to engage with and motivate students who may find learning a challenge</li> <li>• Ability to demonstrate personal and professional integrity including modelling values and vision</li> <li>• Outstanding inter-personal relationships including the ability to manage and resolve conflict</li> <li>• Ability to build and maintain quality relationships through effective interpersonal skills and communication</li> <li>• Awareness of the personal strengths and areas for development of others; listen to reflect on and respond to their views</li> <li>• Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people</li> </ul>	

