**Southall School**

**Headteacher: Job Description**

**Salary Range - Group 6**

**L29 – L35 (£99,067 - £113,624)**

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

**Role Purpose**

To lead and manage the Southall team to provide special needs learning and therapeutic care. Achieve the best outcomes for all pupils, whilst providing a safe and secure environment for all, by adhering to regulatory and quality standards at all times.

**To work with the Governing Board to:**

* Ensure that the legal duties of a Headteacher are carried out effectively
* Strategically build and communicate a coherent vision, ethos and culture for Southall School (main site, and hub based at Langley School).
* Inspire high aspiration and ambition for Southall’s pupils, staff team and parent/carers
* Ensure that this vision and ambition for improvement is effectively expressed in the School Improvement Plan which is understood, shared and acted upon effectively by all
* Ensure that policies are produced in conjunction with the Governing Board that will enhance all relevant procedures and processes and ensure compliance with national legislation
* To work closely with Governors to ensure all aspects of leadership, including Governance, are outstanding
* Work in partnership with staff, governors and the Local Authority to ensure that all key plans are regularly monitored, evaluated, reviewed and underpinned by sound financial planning
* Ensure that all aspects of the work and organisation of Southall are monitored and evaluated to meet all statutory requirements
* Draw on best practice in all sectors of education and make it relevant to Southall
* Build on and enhance the reputation of Southall amongst prospective parents/carers and the wider community
* Collaborate with the many agencies involved with Southall to ensure the effective support and wellbeing of pupils, their families and staff
* Develop and strengthen the effective partnerships with other schools in Telford and Shropshire including post-16 and employers
* Embrace the commitment to maintain our high-quality building and facilities
* Enjoy being Headteacher at Southall School

**Shaping the Future:**

* To continue progress and lead Southall on its journey from good to outstanding
* To develop the individuality and uniqueness of Southall through innovation and understanding of best practice
* To establish Southall as a centre of excellence working with partners in the wider community
* To develop pupils that are respectful, and are respected by their community
* To develop pupils’ independence and awareness of the outside world
* To develop partnerships that will be advantageous to Southall School

**Securing Accountability:**

* Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable to the success of Southall School
* Provide data analysis, information and advice to the Local Authority and Southall’s Governing Board, which will enable them to meet their responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money and for ensuring that Southall meets its statutory responsibilities
* Ensure the provision of a coherent and accurate account of Southall’s performance in a form appropriate to a range of audiences, including parents/carers, governors, the Local Authority, the local community and Ofsted

**Leading and Managing the Organisation:**

* Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for recruitment, induction, professional development and performance review
* Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school’s educational priorities and goals
* Ensure that staff have the opportunity to develop professionally and receive access to appropriate professional development and training
* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/ life balance
* Work with the Local Authority and the School Business Manager to set appropriate priorities for expenditure, within a balanced budget, and be accountable to ensure effective value for money
* Produce and implement clear, evidence-based school self-evaluation and improvement plans

**Leading Teaching and Learning:**

* Ensure a relentless focus on raising and maximising the progress and achievement of all pupils recognising the individual needs in their EHC plans
* Use comparative data and local and national benchmarks to evaluate and improve Southall’s outcomes and developments
* Ensure there is effective assessment of every pupil’s learning and careful monitoring of the progress and achievement of all pupils
* Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved
* Lead, develop and monitor through regular review a rich, engaging, innovative curriculum that meets the needs of all Southall’s pupils whilst preparing pupils for post 16 pathways
* Promote a love of learning in all Southall pupils, whilst meeting all statutory requirements
* Develop methods to successfully engage parents/carers in the progress of their children’s academic and personal achievements at school
* Maintain and develop links with parents/carers, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils’ personal development

**Developing Self and Leading Others:**

* To further develop the positive “can do” attitude for all at Southall School
* To ensure that leaders are proactive and lead in their specific areas and hold leaders to account
* To ensure that you are up to date with current educational thinking and pedagogy
* To be supportive and role model high expectations in the role as Headteacher for colleagues, pupils, and all other stakeholders
* To work proactively and effectively with Telford and Wrekin LA to ensure access to outstanding inclusive education for all
* To encourage feedback from all areas to enhance your role as Headteacher
* To further develop learning for all, pupils, staff and stakeholders