



Mountjoy School

JOB DESCRIPTION FOR POST OF HEAD TEACHER

The post holder is subject to the conditions of employment as defined in the current School Teachers' Pay and Conditions Document and is required to meet the National Standards for Headteachers.

MAIN PURPOSE

Recognising the range of complex individual Special Education Needs and disabilities of the pupils at Mountjoy School, and holding this in regard at all times by:

Creating a secure and happy environment for all children to enable them to discover, learn, achieve and flourish to their full potential.

Leading and managing the school staff team in pursuance of the school's aims.

Providing professional leadership for the school in order to develop its success and improvement, ensure high quality education for all its pupils by maintaining and improving good standards of achievement in all areas of the curriculum.

Ensuring the safety and well-being of children in line with Safeguarding Procedures and ensuring policies are in place to support pastoral care, behaviour and discipline.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The Headteacher, working with the Governing Body, the school's Senior Leadership Team, and other colleagues, will develop a strategic view for the school in its community within the local, national and international context, and will:

Leadership

Lead by example, providing inspiring and purposeful leadership for the staff and pupils.

Work in partnership with the Governing Body and LA in developing the ethos and values which will underpin the school's aims and objectives.

Review, develop and implement a shared and inclusive School Improvement Plan, underpinned by sound financial planning, which addresses priorities identified through rigorous self-evaluation, and which leads to well-targeted school improvement objectives and high standards of achievement.

Plan, allocate, support and evaluate work undertaken by groups and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

Build on and maintain the therapeutic approach to behaviour management, as exemplified by the use of Therapeutic Thinking.

Arrange for the Deputy Headteacher or suitable person to assume responsibility for the discharge of the Headteacher's function at any time when absent from school.

Curriculum

Monitor and evaluate the quality of teaching and the standard of pupils' learning in order to set and meet challenging targets.

Determine the appropriateness of the curriculum to meet the individual needs of ALL our pupils.

Ensure that pupils develop study skills in order to learn more effectively and with increasing independence based on the pupil's individualised My Aspiration Progress (MAPs).

Staff management and development

Ensure that all those involved in the school are committed to its aims, and are motivated and challenged to ensure all pupils achieve their full potential.

Ensure that the senior leadership team, staffing structure, and job descriptions for individuals effectively support the needs of the school.

Ensure that professional duties are fulfilled, as specified in job descriptions and the terms and conditions applicable to each role.

Implement and sustain effective systems for the management of staff performance, dissemination of good practice, and challenge and support in relation to underperformance.

Lead, co-ordinate and monitor the continuing professional development of all staff (both teaching and non-teaching), to support continuous school improvement and the meeting of performance targets.

Have regard for the well-being of all staff, in particular the requirement to secure an appropriate work/life balance.

Managing own performance and development

Be proactive in relation to his/her own professional development, and participate positively in arrangements for his/her own performance and management.

Relations with parents and wider community

Maintain and continue to develop the school's positive partnership with parents and the local community.

Develop good working relationships with governors, staff, pupils, parents/carers, the wider community, local secondary schools, the multi-agency team, the LA and all other agencies who work in partnership with the school.

Promote and celebrate the school within the local community having a particular regard to its reputation.

Support and develop extended services and links to the community to improve outcomes for children.

Efficient and effective deployment of staff and resources

Deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and within the financial resources available from various sources.

Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:

- Effective management of the school's budget, meeting the requirements of all financial audits
- Rational allocation and monitoring of time, space and material resources
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations, and ensure that materials and equipment are safely and securely stored, and that any issues of concern are acted upon promptly and appropriately
- Make arrangements for the security and effective supervision of the school buildings, their contents and grounds
- Ensure effective working relationships with external agencies and services contracted to the school, to the Governing Body and LA

REPORTING AND GENERAL TERMS OF EMPLOYMENT

This document should also be read in conjunction with the Person Specification published in relation to this position.

This Job Description is subject to negotiation from time to time in accordance with the changing needs and priorities of the school, and to ensure that legislative requirements are met.

Reports to: The Governing Body

Please also refer to the current Department for Education Head Teacher Standards

[Headteachers' standards 2020 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672212/Headteachers_standards_2020.pdf)