

THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Executive Headteacher: Mrs. J. Mullan

Head of School: Miss. L. Brown

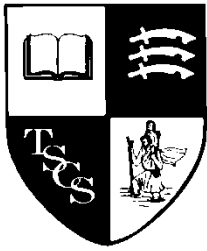
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SEN Trust Southend



JOB DESCRIPTION

JOB TITLE:	Headteacher ISR Range 31A – 35A
EMPLOYER:	SEN Trust Southend
RESPONSIBLE TO:	Chief Executive Officer/Trustees of SEN Trust Southend
REQUIRED	April 2022 or September 2022
CONTRACT:	Full Time and permanent

MAIN PURPOSE OF THE JOB

You are required to carry out the professional duties of a Headteacher, as contained in Part 7 of the current School Teachers' Pay and Conditions Document, to take overall responsibility for the management and conduct of the school in accordance with the Articles of Association and in line with the Schemes of Delegation of SEN Trust Southend.

OVERALL PURPOSE OF THE JOB:

To provide inspirational, aspirational and professional leadership and vision to the school alongside managing the day to day running of a purposeful learning environment, by:

- modelling reviewing and evaluating the aims and objectives of the school
- establishing the policies and procedures through which they shall be achieved
- managing staff and resources to that end
- tracking, monitor and evaluating progress towards their success.

DUTIES AND RESPONSIBILITIES

1. Strategic direction and development of the school

- Provide vision, purpose and leadership for the school
- Maintain strategic planning, which identifies priorities for targets and ensuring high standards of education are achieved through effective teaching.
- Identify key areas for improvement; lead and manage the school plans and strategies successfully leading to continuous improvements.
- Maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility is fostered.
- Build positive and productive relationships with other agencies that work with and on behalf of students and their families to allow them to exercise choice and control over their future



Learning Outside the Classroom



Southend-on-Sea



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- Maintain a close working relationship with the Local Governing Body and the Executive Head teacher ensuring the aims, values and policies are regularly reviewed and updated in line with current legislation and best practice.
- Exercise prudent financial management.
- Work cooperatively across the MAT for the benefit of all.
Lead by example.

2. Leadership

- Work tirelessly and aspirationally to:
 - provide a first class education to all
 - help the students and staff be the best they can be every day
 - be a school of choice
 - be a formidable advocate of 21st century learning.
- Leading curriculum innovation and practice.
- Playing a leading role in monitoring, reviewing and evaluating the curriculum, ensuring it is creative and fit for purpose to meet the changing needs of students.
- Model mutual respect and integrity.
- Model self-review, personal target setting and responsibility for own professional development.
- Maintain the positive school culture of reflective practice.
- Maintain open and effective communication, whilst fostering a corporate responsibility for sharing key information in a timely manner.
- Promote and support staff induction, continuous professional development and a 'grow your own' culture.
- Effective deployment of staff to cover all Statutory responsibilities.
- Model the school's ethos.
- Inspire, motivate and challenge school staff to raise aspiration, expectation and achievement.
- Allocate responsibility for specific areas of improvement to key staff.
- Effectively future-plan the school site and resources to support the delivery of a first class education to all students.
- Cost, implement and manage strategic plans that identify priorities and outcomes that will support everyone's effectiveness in securing school improvement.

3. Day to day management

- Deploy all staff effectively to utilise their strengths and support areas for improvement.
- Work with Governors to recruit the highest calibre of staff and take action to address under-performance.
- Working collaboratively with all parties, set realistic and achievable financial budgets, backed up by appropriate financial controls and efficient administration.
- Set appropriate priorities for expenditure in line with improvement plans.
- Promote and maintain an effective working relationship with Governors by creating an ethos of best ethics and mutual respect.
- Effectively organise and manage the school environment to meet the future needs of the students, curriculum, health and safety and safeguarding regulations.
- To manage and organise effective accommodation for teaching and ancillary facilities and resources to enable best practice for teaching and welfare for students, staff and visitors.
- Oversee behaviour and attendance across the school.
- Oversee progress information, students' attainment and achievement and celebrate success.
- Ensure a holistic approach to pastoral care and management of students in collaboration with their families and other providers.

4. Line Management and Performance Management

- To oversee/lead performance management of staff in accordance with the Trust's Performance Management policy
- Implement a staffing structure that is 'future ready' and will drive innovation and achievement.
- To engage actively in the Performance Management Review process
- To develop clear arrangements for linking appraisal to pay progression and advising the LGB on pay recommendations for teachers, including applications to the upper pay range and whether these meet the criteria as set out within the MAT policy.

5. Accountability

- Lead the school in the Ofsted inspection process, produce and manage action plans as required.
- Provide information, reports, objective advice and support to the Local Governing Body and Trustees to ensure it meets its responsibilities efficiently and effectively under the Scheme of Delegation.
- Promote and maintain an effective working relationship with Local Governors by creating an ethos of best ethics and mutual respect.
- Ensure that all staff recognise that they are accountable for the school's success and responsible for all matters relating to Safeguarding and Health and Safety.
- Plan and present a coherent and accurate account of the school's performance to a range of audiences.
- Ensure that parents/carers, students, feeder and receiving schools / colleges are well informed about the curriculum, attainment and progress and are clear about their contribution to the school's continuous improvement.

6. Resource Management:

- Working within the annual school budget to prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Authorising contracts up to the amount stated in the Financial Scheme of Delegation.
- Working with the finance officer to set a balanced budget which meets the academy's needs and plans for the longer term.
- Working with the Office Manager/CFO to identify short, medium and long term needs of the school and assimilate this information into the school development and asset management plan, taking account of school needs and budget constraints.
- Approving new staff appointments within the establishment, subject to the annual set budget and financial scheme of delegation.

7. Safeguarding and Safer Recruitment

- Is a designated Safeguarding Lead, with others.
- The school is committed to safeguarding and promoting the welfare of children as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. It is the responsibility of the Head Teacher to ensure that this is put into action.
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings and contributing to the assessment of children.
- Ensure that all staff, volunteers and stakeholders feel able to raise concerns about poor or unsafe practice in regard to pupils, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.
- Support the school to ensure that individual staff accountabilities are clearly defined, understood and agreed and subject to rigorous review and evaluation.
- Ensure that all staff are aware of Safeguarding Lead and Deputy

8. SEN Trust Southend

- Create and maintain effective partnerships with:
 - i. colleagues across the MAT
 - ii. with a wide variety of stakeholders and providers, inside and outside the MAT
 - iii. the Executive Head teacher
 - iv. Local Governors & Trustees
- Maintain the image of The St. Christopher School within the MAT, across Southend and in the wider community.

9. Other Specific Duties

- To be a registered key holder for the school and be contactable in the event of an emergency outside of school hours
- To offer school to school support for other schools within the Trust
- To undertake such other responsibilities as the Trustees may reasonably require, which are consistent with the statutory and contractual duties of the Head teacher.
- All duties are to be carried out with regard to the Conditions for Teachers laid down in the current School Teachers Pay and Conditions Document