



# KIRKLEATHAM • HALL • SCHOOL



*Special help for children with learning difficulties*  
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Headteacher: Karen Robson

## Job Description: Head Teacher

### Kirkleatham Hall School

The Head Teacher shall carry out the professional duties as described in the School Teacher's Pay and Conditions document. In particular:

### Main Tasks

#### 1. Shaping the Future (Strategic Leadership)

- To build upon the strong ethos and culture of the school, and strive for the next development to enhance provision for our learners.
- To work with children, staff, parents and governors to determine the vision and strategic direction for Kirkleatham Hall School.
- To effectively communicate the shared vision so that it is clearly stated, shared and positively acted upon by all involved in the school community.
- To inspire the school community to be motivated and enthusiastic about their commitment to ensure continuous school improvement.
- To be a role model for others by leading by example.
- To support the school's ethos, culture, vision and aims by ensuring that the management, finances, organisation and administration are part of that vision and serve it effectively.
- To have an understanding of the current national agenda for education.

#### 2. Leading Learning and Teaching

- As a leader to share a clear sense of direction, sense of values and purpose by adopting a high profile, committed leadership approach.
- To encourage and establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
- To create a culture of challenge and support high expectations and an environment where pupils can excel.

- To challenge and eradicate underperformance.
- To continue the development of the creative curriculum policy with the Governing Body that meets the strengths of the school, statutory requirements, as well as the wider range of complex individual needs.
- To improve levels of challenge through the appropriate use of pupil performance data (using an ipsative approach) and regular progress meetings.
- To guide and inform parents of their children's progress and achievements across the curriculum.
- To lead learning and teaching by example, always striving for excellence.
- To challenge and evaluate the design of the new curriculum to create an appropriate curriculum for Kirkleatham Hall School.
- To monitor and evaluate the SEND provision and focus on improving learning.

### **3. Developing Self and Working with Others**

- To build on the strong ethos of the school and its established learning culture.
- To make the school a holistic learning establishment by ensuring a high standard of professional development for all members of staff.
- To treat everyone in the school fairly and equitably by developing a culture of personal responsibility and recognition of excellence and hard work, in an inclusive school.
- To ensure effective safeguarding procedures are firmly established and delivered in collaboration with school community.
- To continue working in partnership with the many networks that exist locally and regionally.

### **4. Managing the School**

- To work with the Governing Body to continue to develop and shape the vision for the school and implement the policies and procedures necessary to achieve it.
- To ensure that the school's structure supports the delivery of excellence in learning and teaching.
- To monitor, evaluate, challenge and celebrate the performance of Kirkleatham Hall School and its achievements.
- To work closely with the Governing Body to monitor and evaluate the performance of the school, always striving for excellence.
- To use performance management to ensure high standards of teaching and learning are maintaining best outcomes for learners.

- To maintain the environment of the school to a high standard so that the school community continues to have a sense of pride in their surroundings.
- To ensure the effective development and management of all other resources (financial or other) to enhance the quality of learning at the school.

## **5. Securing Accountability**

- To work with the Governing Body to provide information, advice and support to enable it to meet all its responsibilities.
- To ensure that all staff have a clearly defined and agreed set of responsibilities and accountabilities.
- To establish a time frame and mechanism to ensure appropriate reporting is provided for statutory and community requirements.
- To support staff in being able to deliver the school ambitious aims.

## **6. Strengthening Community through Collaboration**

- To work in partnership with the Governing Body.
- To create and maintain an effective and open partnership with parents to support and improve pupils' achievement and personal development.
- To build and strengthen the positive image of the school in the wider community.
- To collaborate with other organisations to ensure the intellectual, spiritual, social, moral and physical wellbeing of pupils.
- To continue to represent the community by regular attendance at local authority partnership boards and panels.
- To work with Redcar and Cleveland Borough Council Children's Services and its officers in the monitoring and evaluation of the school's progress.