Job Description

Post Title	Headteacher (Gilbert Ward Academy)
Salary Grade	L20 - 26
Reporting To	Gilbert Ward Academy Local Advisory Committee Director of School Improvement
Line Management of	Deputy Headteacher, Assistant Headteachers
Responsibilities	To provide leadership and management for the Academy to the highest professional standards

Job Purpose (including main duties and responsibilities)

- To ensure the vision and values of Prosper Learning Trust are core to the development of the academy
- To provide strategic leadership that enables the academy to give every pupil an outstanding education
- To promote the highest possible standards of achievement and well-being for pupils
- To evaluate the school's performance and identify the priorities for continuous improvement to raise standards
- To deliver the vision and values of the curriculum at Gilbert Ward Academy to overcome pupils' barriers to learning, equipping them with the skills they need for transition to the next stage of their life
- To develop partnerships with local schools and the wider community and meet the professional requirements of the Local Authority, Department of Education, Ofsted and examining bodies
- To demonstrate a dynamic and professional leadership style, which motivates staff, sets high expectations, promotes achievement and facilitates continuous self-evaluation
- To create a school culture that challenges prejudice, values diversity and promotes equality

Leadership, Strategic Direction and Development

- Work with the Local Advisory Committee and Executive Leadership Team to create the strategic vision, values and curriculum plan for the academy
- Capture the strategic Aims of the academy in an annual Academy Development Plan
- Ensure the successful delivery of the vision, aims and objectives as determined by the Prosper Board of Trustees and Local Advisory Committee
- Implement Prosper Learning Trust systems and processes into the running of the academy
- Provide dynamic, consistent and motivational leadership to the staff, children, families and wider community of Gilbert Ward Academy
- Translate the Trust's vision, values and strategic aims into operational objectives and plans, motivating and empowering others to carry the vision forward
- Demonstrate the vision and values of Prosper Learning Trust in everyday work and practice
- Work with the Executive Leadership Team, the Local Authority and Schools to manage the admission of pupils into the academy through the variety of routes available
- Deliver a curriculum model that will address the barriers to learning of pupils attending the academy
- Ensure high quality, multi-agency services are available to support the educational, social and behavioral needs of pupils attending the academy

- Gain and maintain the respect and trust of all stakeholders, inspiring individuals to contribute positively to shared ideas and plans
- Ensure that the provision reflects the highest professional standards and receives positive Ofsted reports
- Ensure that all statutory requirements are met
- Ensure that the operational needs of the pupils, their parents/carers, commissioners and the community are met
- Develop an outward facing academy that is constantly seeking ways to learn and improve its performance and is conversant with the latest educational, pedagogical and technological developments
- Ensure that the academy's values, strategic aims and policies and procedures are relevant, fair, inclusive and consistently implemented
- Be responsible for the management, development, and resourcing of policies
- Work with the CEO, Director of School Improvement and Director of Finance and Operations to advise the Local Advisory Committee on the management of the annual budget in order to ensure the academy achieves its financial objectives
- Be accountable for monitoring, evaluating and reviewing health and safety, and risk assessments of the academy ensuring that the academy provides a safe working environment for both staff and pupils
- Deliver effective operational management for the academies financial and physical resources
- Act in accordance with legislation affecting the conduct of the academy, particularly that governing health and safety matters and employment rights
- Engage fully with the work of the multi-academy trust by attending Executive Leadership Team meetings and taking shared responsibility for the improvement of all the schools in the trust

Teaching and Learning

- Secure and sustain high quality teaching and effective learning across the academy
- Monitor, evaluate and review classroom practice and promote improvement strategies; aiming for outstanding standards of teaching and learning at all times
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Maintain high expectations amongst staff for the progress of all pupils
- Determine and implement an appropriate curriculum, which motivates pupils and is personalised to meet individual needs
- Develop a wide range of curriculum enrichment activities
- Lead on academy development initiatives
- Ensure a consistent and continuous academy-wide system of pupil assessment, using appropriate data and benchmarks to set, monitor, evaluate and report individual pupil progress
- Develop strategies that will promote 'Learner Voice' and involve pupils in a meaningful way

Pupil Welfare

- Develop and provide a high level of attention to effective relationships within the academy and between the academy and the local community
- Develop strategies which promote the highest standards of behaviour and attendance
- Provide nurturing and attentive pastoral care for all pupils
- Ensure that pupils' needs identified through their EHCP targets are addressed and met

- Ensure that the health and care needs of each pupil are assessed and consistently met
- Provide opportunities for pupils to understand and adopt healthy behaviours and lifestyles
- Provide opportunities for pupils to develop their spiritual, moral, social and cultural understanding

Partnerships

- Create strong links and collaborative ways of working with all stakeholders including the wider community and other schools, to achieve common goals
- Ensure the school culture and curriculum reflects the richness and diversity of the school community
- Work with other public and voluntary sector agencies, and local businesses in the local community to develop curriculum opportunities
- Ensure that parents/carers and other stakeholders are provided with relevant and timely information about the school including about the progress of pupils where appropriate
- Work with partner agencies to protect and safeguard pupils
- Foster and maintain links with regional and national specialist school communities
- Develop positive relationships with all stakeholders
- Work with visiting professionals to Gilbert Ward Academy

Managing People and Developing Strong Working Relationships

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Advise the Local Advisory Committee, CEO and Director of School Improvement on the recruitment and selection of staff
- Ensure all teaching and support staff are fully informed of strategic and operational aims
- Provide inspirational leadership and guidance for staff
- Establish staff roles and responsibilities, initiating and maintaining suitable staff performance management procedures and ensuring systematic and equitable professional development arrangements
- Manage own workload and that of others to allow an appropriate work/life balance
- Implement Prosper Learning Trust's Appraisal Policy and processes that will set performance goals for all members of staff and which are clearly linked to the long-term objectives as set out in the strategic and annual development plans
- Ensure the development and implementation of effective Prosper Learning Trust's HR policies and procedures for staff induction, professional development and performance review in line with the Trust policy
- Encourage and manage the on-going professional development of staff ensuring that the Continuous Professional Development (CPD) strategy is aligned with the strategic goals of the Trust
- Create and develop an organisation in which staff recognize that they are accountable for the success of the academy
- Participate in CPD in pursuit of academy improvement and disseminate learning to appropriate academy staff

Safeguarding Pupils

- Have due regard for safeguarding and promoting the welfare of pupils ensuring that child protection procedures are adopted and adhered to by the academy
- Ensure that the highest priority is given to following the guidance and regulations to safeguard children and pupils
- Ensure the safety and welfare of children, pupils and vulnerable adults at all times
- Report to the appropriate authorities any concerns relating to child protection or protection of vulnerable adults
- Ensure all stakeholders have undergone the statutorily required clearance

Accountability

- Work closely with the Executive Leadership Team and Local Advisory Committee
- Provide information, objective advice and support to the Local Advisory Committee to enable it to meet its responsibilities for securing effective teaching and learning, high achievement and value for money
- Present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, e.g. Executive Leadership Team, Local Advisory Committee and parents/carers
- Capture the above in a regular report to each meeting of the Local Advisory Committee
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Work with the Local Advisory Committee to regularly review performance and development, set personal targets and take responsibility for own development
- Carry out such other duties as required by the Trustees, CEO, Director of School Improvement and Local Advisory Committee that are commensurate within the role
- The post holder will be required to carry out their duties in line with professional standards and codes of conduct

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

Person Specification

The CEO and Local Advisory Committee, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title, may modify the person specification.
Method of Candidate Assessment: A = Application P = Presentation
I = Interview T = Task

Essentials	Desirable	A/I/P/T
Qualifications		
Qualified Teacher status	NPQH An additional special qualification in SEND	A
Evidence of relevant professional development at senior leadership level		A
Evidence of recent relevant professional development and training, including safeguarding and financial management		A
Commitment to further develop own professional knowledge and skills		A/I
Experience		
Experience of successful leadership at a senior level in a SEND/Additional Provision environment		A/I
Experience of collaborative working with vulnerable families and multi-agency teams to support pupils and their families		A/I
Experience of managing change		I
Understanding of financial planning, budgetary management and principles of best value		T
Proven record of innovative curriculum design that reflects the needs of the pupils	Experience managing an extended school curriculum	A/I
Experience of managing and leading a wide range of staff		A/I
Experience as a lead for appraisal		A
Experience of planning and evaluating a School Development Plan.		A/I
Experience of using a range of tools and evidence, including learner performance data, to support, monitor, evaluate and raise standards in all aspects of provision		A/I
Experience of working successfully with governors, parents, Local Authority and other partners	Successful experience of working with a diverse community	A
Knowledge and experience of the Ofsted framework in a leadership and management role		A/I

Evidence of implementing effective whole school safeguarding policies and practice	Experience of being the Designated Lead for Safeguarding or the Deputy Designated Lead for Safeguarding	A/I
	Has undertaken the role of Designated Teacher for Looked After and Post Order Children	
Abilities and Skills		
To develop and communicate a clear vision so that others are inspired to embrace it		P
Able to provide effective and inspirational leadership that inspires confidence and motivates staff, parents and pupils		I/T/P
Able to prioritise and organise the demands of being a Headteacher and being able to delegate effectively		T
Demonstrate excellent interpersonal skills, both written and oral		A/T/P
Knowledge and Understanding		
Knowledge and understanding of pupils with a wide range of moderate and complex educational needs	Experience of managing transitions to the next setting	A/T/P
Clear understanding of the role of self-evaluation in the continuous improvement of the school		T/P
Knowledge and understanding of local and national trends and requirements in special education		A/I
Secure knowledge and understanding of safeguarding procedures	An understanding of the role of extended school activities and the role they play in the community	A/T
Knowledge and understanding of legal issues, including equal opportunities		A/I
Personal Qualities		
Exceptional role model with the highest standards of integrity, who is approachable and demonstrates a strong and collaborative leadership style		T/P
Dynamic and reflective leadership qualities that ensure the continual drive towards excellence for all pupils		P
Ability to make difficult decisions based on putting the pupils first		T/P
Willingness to ask for advice and support where necessary		!/T