



ACHIEVE BEYOND
SCHOOLS

HEADTEACHER

PEOPLE MANAGER

Chair of Proprietor Body

- This job description should be considered as guidance and is not exhaustive. It may be amended at any time following discussion between the People Manager and colleague and may be reviewed as part of the performance review process.
- The postholder may be required to undertake other duties as reasonably required by their People Manager and/or Directors. They therefore must comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- It is a requirement that the holder will be flexible with their hours to reasonably meet the needs of the schools and business. This includes being contactable if there is an urgent and important matter to be dealt with during evenings, at weekends, and during holidays.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

The Headteacher has operative and strategic responsibility for each ABS school.

This includes:

- Operations and inspection outcomes, ensuring ABS policies are implemented well.
- Ensuring placements targets are at met, and admissions are well managed.
- Communicating and implementing ABS' vision, values, ethos, and high expectations/standards.
- Overseeing a consistently excellent quality of provision.
- People and performance managing Teachers, Class Teacher Assistants and Therapists.
- Supporting the effective recruitment, management and professional development of people who are qualified/qualifying and suitable to be effective in their role in schools.
- Checking and ensuring compliance with all the Independent School Standards (ISS) and collaborating with the Proprietor Body to ensure the school is always prepared for an unannounced inspection.
- Managing reputation and keeping placing authorities satisfied with the service they receive.
- Ensuring the morale of colleagues is high and their wellbeing is a priority.



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RESPONSIBILITIES AS HEADTEACHER

- The Headteacher strategically manages aspects of the daily operation of schools including placements, timetables and deployment, school resourcing and budgets, school structures, safety, resources and quality of provision and reputation, ensuring all pupils' EHCPs are reviewed, and their needs met, in accordance with legislation.
- Collaboratively partners with the Proprietor Body, provide positive and constructive contributions to decision making, new initiatives and operational activities.
- Ensures the best outcomes for pupils, the company, and schools in terms of placement numbers, inspection judgments and reputation.
- Aspires to achieve high rates of attendance, improving all pupils' attendance from their starting points, and maintaining low rates of suspensions.
- Responsible for placement targets by working closely with the Proprietor Body, leading on pupil admissions, placement numbers and associated school staffing levels.
- Ensures learning and therapeutic environments are safe, attractive, positive, uncluttered, and celebrating pupils' achievements as well as conveying key SMSC messages.
- Is a positive and highly-respected presence around the schools, ensuring calm, purposeful and structured environments.
- Leads engagement with families and the management of complaints, giving clear expectations and guidance to all colleagues, ensuring policies in the People and Leadership Handbooks are implemented and complaints are responded to in a timely and efficient way.
- Knows the latest pertinent educational research, the inspectorates' expectations, the DfE's expectations and the Independent School Standards – and to ensure compliance with all these requirements and to always be 'inspection-ready'.
- Champions and strengthen further ABS' reputation, including in relation to pupils' outcomes and PR activity.
- Works with the Proprietor Board on the strategic development, considering the business model, placements, recruitment and retention, budgets and self-evaluation and development plans.
- Performs the role as Designated Safeguarding Lead.
- Leads meetings, investigations, interviews and disciplinaries in line with our policies.
- Actively supports and champions growth and change, understands and implements new policies and processes while ensuring high standards and performance are maintained.
- Contributes to the ABS communications strategy and adheres to the branding guidelines, using the appropriate ABS templates and assets for all communications.
- Understands the positive intent of colleagues, actively seeks feedback, listens to people, and enables transition from blame culture to collaboration and resolution.
- Professionally, compassionately, and effectively supports and challenges Teachers, Class Teacher Assistants to strive to be their best.



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- Is an effective People and Performance Manager and holds regular performance management and career development conversations with team members and actively supports their professional development.
- Positively contributes to Leadership Team meetings and development programmes and reports to the Proprietor Body as necessary.
- Understands and applies GDPR, data privacy and confidentiality of pupil, colleague, and business information. Understands that all colleagues have a contractual responsibility to not access, share or discuss confidential and sensitive information.

PERSON SPECIFICATION

SKILLS, TRAITS, KNOWLEDGE and UNDERSTANDING

- Leads with integrity and clarity and can take colleagues with them.
- Reflective, motivated, ambitious, professional, hard-working and focused.
- Good attention to detail, including in terms of presentation and professionalism.
- Creative and imaginative thinker; solution focused and proactive; uses common sense and initiative but grounded; always professional and asks for help when required
- Sense of humour, realistic and positive.
- Excellent ability to teach and work successfully with pupils with SEND and SEMH needs.
- Outstanding communication skills (with pupils, families and professionals).
- Outstanding organisational skills (including meeting deadlines).
- Outstanding ability to always work collaboratively as part of a unified team.
- Excellent IT skills.
- Able to recognise own training needs and willing to undergo relevant training.
- Outstanding ability to support families of pupils with SEND and SEMH needs.
- Outstanding ability to cope in high pressure, stressful contexts.
- Committed promoting and safeguarding the welfare of pupils.
- Ability to coordinate and manage people, including holding colleagues to account in challenging circumstances, ensuring consistent high standards.
- Excellent understanding of child development, learning and pupils with SEND and SEMH needs.
- Excellent knowledge and understanding of education and therapy and their applications; child development, learning and pupils with SEND and SEMH; relevant policies/codes of practice and relevant, latest legislation.
- Secure understanding and knowledge of special schools, local authority funding, SEND and the requirements and expectations of ISS, school inspectorate and the DfE.



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QUALIFICATIONS, TRAINING and EXPERIENCE

- Extensive and successful experience as a Senior Leader or Headteacher in a SEND or SEMH context (essential).
- A range of experience in facilitating outstanding educational offers to pupils with SEND and SEMH needs (essential).
- Secure knowledge and experience of inspection requirements, including the ISS, with experience of securing excellent judgements (desirable).
- Graduate with qualified Teacher status with further post-graduate qualifications (essential).
- Appropriate Designated Safeguarding Lead trained and certified.
- Safer Recruitment trained and certified.

Please sign to confirm you have read and understood your job description.

Name:

Signed: