

# **The Hollies Pupil Referral Unit**

## **Job Description**

### **Headteacher**

#### **Job Purpose:**

The Headteacher is responsible to the Management Committee and is accountable for the success, leadership and strategic management of all aspects of the school. This encompasses ensuring that the aims of the school development plan are met in order to facilitate the smooth running of the school and providing support and challenge to staff and pupils.

#### **Strategic direction and shaping the future**

- Work with the Management Committee of the school and other key stake holders to ensure that the school's vision is clearly articulated, shared and understood and translated into real and effective action by all.
- Demonstrate the vision and values in everyday work and practice. Ensure that the values and aims of the school are upheld by staff and students.
- Ensure that strategic planning takes account of diversity, values and experience of the school and the community we serve.
- Enhance opportunities through partnerships between parents/carers, pupils, staff, the local colleges, schools, public bodies, voluntary organisations and other partners.

#### **Leading teaching and learning**

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every young person's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where students can achieve success and engage in personalised learning, supported by a curriculum which is appropriate to their individual needs, aspirations and abilities.
- Demonstrate and articulate high expectations and set challenging targets for the whole school.
- Implement strategies that secure high standards of behaviour and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and the pedagogical skills of staff.

#### **Developing self and working with others**

- Lead, motivate, support, challenge and develop the leadership team and through them, all staff, providing effective induction, CPD, performance

management/appraisal in line with the school's development plan.

- Acknowledge the responsibilities and celebrate the achievements of individuals and the staff team as a whole.
- Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.
- Regularly review own practice, set personal targets, taking responsibility for personal professional development.

### **Managing and organisation**

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and the facilities.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and aims of the school.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Ensure that learning is at the heart of all leadership and management decisions.

### **Securing accountability**

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop the school ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Management Committee (provide information, objective advice and support) to enable them to fulfil their responsibilities.
- Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including Management Committee members, parents/carers and students.

### **Strengthen the community**

- To work collaboratively with other agencies in providing for the educational, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievements and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its values to the wider community.