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|  | Job Description |

School: Bradstow School

Post Held: Principal

To Whom Responsible: Governing Board

Aim of the Post

To provide the inspirational professional vision and leadership for the school community which secures its sustainability, success and improvement, ensuring high quality outcomes for all its young people and improved standards of learning and achievement.

The Principal is accountable for all education and care provision, and for all professional services required to support the learning and care of the complex needs of the young people with placements at Bradstow.

The Principal will work with staff, governors, parents/carers, Local Authority networks and build on the strong foundations that are in place in order to maintain and further improve all aspects of the school’s provision.

The culture of gentleness and acceptance is central to the aims and ethos of the school and these will be reflected in all aspects of the Principal’s work. They will ensure equality and safety.

The professional duties of the Principal are contained in the School Teacher’s Pay and Conditions Document, and the key areas of Headship are contained in the DfE National Standards for Head teachers.

The Principal is responsible for the internal organisation, management and control of the Bradstow community. They will be the Responsible Individual for the Children’s Homes and the residential provision. This includes being able to demonstrate that they have the essential skills needed to develop the leadership and management of homes within their remit, such that the homes have the capacity and capability to meet the Quality Standards. The Responsible Individual’s role is to supervise the management of the homes as set out in the definition of a Responsible Individual in Regulation 2 of the Children’s Homes (England) Regulations 2015. They should have an understanding of both effective practice in responding to the needs of looked after children and of local authority care planning duties, and how children’s homes are required to support these.

The successful candidate will be able to lead a skilled and enthusiastic Senior Leadership Team, responsible individually for Finance; Education; Care; Safeguarding; Human Resources; Premises.

The current staff complement comprises:

Education: 17 teachers & 70 support staff

Care: 145 support staff

Professional Services: 65 staff

That is, a total of 297 staff

**The Governors are looking for someone who demonstrates the qualities that most schools would search for in a new leader:**

A relentless focus on high quality

Resilience and persistence in goals, but adaptable to context and people

A willingness to develop a deep understanding of people and context

The preparedness to take risks and challenge accepted beliefs and behaviours

Self-awareness and the ability to learn

Optimism and enthusiasm

The valuing of diversity and equality

Flexibility

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the Headteachers' Standards 2020

**Leadership & Management**

* Uphold the schools mission statement and vision and sustain the strategic direction in partnership with Governors and the school community
* Lead by example, providing an ambitious vision and clear direction to secure the strong and passionate commitment of staff, parents and carers, and young people.
* Ensure that all staff have access to high quality professional development opportunities
* Lead, motivate, support, challenge and develop all staff
* Ensure that Senior leaders have access to professional development opportunities including nationally recognised career development programmes to build capacity and support succession planning
* Create a culture of high expectations where staff understand their professional responsibilities and are held to account
* Establish and maintain effective working relationships with organisations representing teachers and other persons on the staff of the school.
* Sustain a culture in which everyone is valued maintaining an open door policy for adults and young people.
* Ensure the policies of the school and residential care are implemented consistently and effectively and in line with statutory requirements.
* To provide a lead in decisions and management of student admissions within the residential homes and school.

**Curriculum**

* Determine and ensure a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aspirations, aptitudes and stage of development of the young people and the resources available to the school and in line with the Vision Statement of the school.
* Ensure that all aspects of school performance in relation to the curriculum are monitored and evaluated in a robust, cyclical manner and maintaining a record of self-evaluation and areas for improvement, and of progress made in respect of these.
* Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established, monitored and maintained.
* Ensure effective curriculum leadership through developing the knowledge and skills of subject leaders with professional development and networks.

**Pupil Progress**

* Ensure pupils have access to a broad and balanced curriculum that is sequenced to provide them with the knowledge and skills they need for the next stages of their lives and that appropriate assessment is built in. Make use of effective monitoring information to accurately evaluate the quality of education and to identify priority areas for improvement

**Residential Care**

* To be the Ofsted registered Responsible Individual for all designated Homes
* Ensure a high standard of consistent care and service in accordance with legislation, central government guidance, regulations and standards.
* Provide a lead in decisions and management of student placements within the residential homes.
* Provide effective leadership, management support and guidance to operational Registered Managers in the development of the Children’s Homes
* Ensure that all young people receive appropriate medical, dental and other ancillary care in line with their plans.
* Develop and ensure robust quality assurance processes for the residential provision and that these are reported and used effectively to enable school leaders and governors to hold leaders to account.

**Performance Management and Professional Development**

* Provide oversight of the arrangements for the appraisal of the performance of teachers and all staff across the organisation
* Participate in arrangements made for the appraisal of his/her performance as Principal, and that of other staff who are the responsibility of the same appraising body in accordance with such regulations.
* Participate in the identification of areas in which s/he would benefit from further training and undergoing such training
* Hold leaders to account for the compliance with the relevant standards for induction, supervision and recommendation as to whether teaching staff have met the prescribed standards for teachers as part of the Early Career Framework. Ensure compliance with the training standards for newly appointed care staff.

**Inclusion**

* Promote equality and inclusion in all aspects of the Bradstow Community within the context of the organisation’s unique Vision Statement
* Ensure that the requirements of the SEN Code of Practice are met.
* Develop equality and diversity measures in line with the aims and objectives of the school

**Behaviour**

* Ensure communication and implementation of the Positive Behaviour Support approaches are generally known and implemented consistently and effectively within the school, residential settings and children’s homes and whenever the young people are engaged in authorised school activities, whether on the school premises or in the wider community.

**Relationships with parents and carers**

* Ensure parents and carers have regular information and effective communication about the school curriculum and care activities, the progress of their children whilst at school and in the residences, and other matters affecting the school and residential care, so as to promote the common understanding of the organisation’s aims and vision
* Create and maintain an effective and positive partnership with all parents and carers to support and improve the achievement and personal development of all the young people in our Bradstow community

**Resources**

With the Director of Finance and governors:

* review financial operations and delegated management of the school budget, currently in excess of £11m
* optimise the use of financial and other resources to deliver and enhance services in line with the agreements with placing authorities, delivering value for money.
* adhere to financial regulations and practices as determined by the Local Authority.
* ensure the financial budget and staffing structure is aligned to the strategic objectives contained in the school improvement plan
* support the securing of additional funds to enable the school to achieve its goals and objectives. This will include statutory and charitable funding.

**Premises**

* Ensure arrangements for the security, health and safety, maintenance, development and effective supervision of the school buildings and their contents, and of the school grounds, are in place and effective. Ensure (if so required) that any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the Governing Body
* Develop plans and realise the full potential of the school site and facilities for the benefit of the young people
* Ensure the environment for the site is maintained to a high standard that staff, parents and young people are proud of with effective environmental and housekeeping regimes

**Relations with the Governing Board**

* Ensure that the Governing Board is provided with robust, timely and objective evidence of all aspects of the school’s performance and the quality of residential care provision
* Advise and assist the Governing Board of the school in the exercise of their functions (without prejudice to any rights s/he may have as a governor of the school)
* Advise the Governing Board on the adoption of effective procedures to deal with staff discipline and keep the Governing Board informed of the general operation of such procedures and actions taken by the organisation
* Report to the Governing Board on the professional development and wellbeing of all staff at the school.

**Relations with the Local Authority**

* Ensure effective liaison and co-operation with the officers of the maintaining authority.
* Ensure effective working relationships with other placing authorities

**Relations with other educational establishments and external partners**

* Ensure effective liaison with other schools and education establishments with which the school has a relationship
* Develop effective relationships with fellow professionals and colleagues in other public services particularly Health & Social Care, to improve academic and social outcomes for all young people.
* Work in partnership with and influence multi-agency groups and projects to deliver services and initiatives for the school
* Ensure that effective personal networks with particular agencies, suppliers and contractors etc. are established to maintain continuity and quality of services.
* Maintain our commitment as a school to:
  + the creative and performing arts;
  + community cohesion and working with the wider community to promote inclusion
  + large scale events in collaboration with the wider community and other mainstream and special schools

**Absence**

* Arrange for an appropriate and capable school leader to assume responsibility for the functions of the Principal at any time when s/he is absent from the school.

**Safeguarding**

* Fully understand the current legal requirements, local and national policies and guidance on Safeguarding and the promotion of the wellbeing of children and young people, and ensure that all requirements are met in full including KCSIE, Working Together to Safeguard Children, the Quality Standards for Children’s Homes.
* Enforce safeguarding training and ensure staff members follow the necessary policies and procedures. To ensure training is updated to meet any new government policies.
* Line management of the Designated Safeguarding Lead

**Health and Safety**

* Overall responsibility for the health and safety of all young people, staff, parents/carers and visitors.
* Ensure compliance with all health & safety regulations to required governance and checks are effective.

*This job description may be amended at any time after discussion with you.*