

Job Title: Headteacher

Job Description and Personal Specification

Job title:	Headteacher
Place of work:	The Ashwood Academy
Hours of work:	Full Time - Teachers pay & conditions
Salary/Grade:	L15 – L20
Reports to:	Executive Principal – South West
Level of screening:	Enhanced

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. Firstly we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mind-set of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

You will be a dynamic senior leader with knowledge and understanding of Alternative Provision; able to lead The Ashwood Academy in the next phase of its development. You will be an inspirational figure, able to motivate colleagues and engage stakeholders. You will lead a team of teachers and support professionals in providing therapeutic and academic education to young people who have been excluded from mainstream schools.

The Ashwood Academy is one of three Academies in Basingstoke; The Austen Academy (An ASD/SCN Special Free Academy) & The Coppice Spring Academy (a Secondary SEMH Special Academy). There is also a strong community of Local Authority Education Centres within Hampshire and you will become part of that collaborative community of professionals.

You will work closely with fellow Headteachers and LA Officers to ensure that Basingstoke & Deane pupils are receiving the best education to meet their needs.

Main Duties & Accountabilities

Core responsibilities

The Headteacher will assist the Executive Principal to:

- Maintain a high quality educational environment for students.
- Ensure the continued development of The Ashwood Academy and make a significant contribution to high quality organisation, leadership and management
- Play a full and active role in supporting and promoting every aspect of the life of The Ashwood Academy
- Attend Local Governing Body meetings as appropriate
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary
- Keep abreast of developments within education and the Alternative Provision sector at local, national and international level.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

Organisation, leadership and management

The Headteacher will assist the Executive Principal to:

- Uphold the aims and objectives of the relevant school and ensure implementation, monitoring, development and review of policies to support these aims
- Work closely with the Executive Principal, LGB and SLT on strategic school improvement planning and school self-evaluation
- Work closely with the Executive Principal and Finance team to ensure effective financial planning, efficient use of resources and best value for money
- Develop and maintain an appropriate staffing structure
- Oversee the quality of annual and other reports to families to ensure a consistently high standard of reporting
- Develop and maintain effective communication between children, staff, parents/carers, governors and the wider community
- Assist in identifying advice and support for parents, carers and families
- Ensure equality of opportunity and of access for all members of the school community
- Monitor and evaluate the effectiveness of Health and Safety procedures and assist the Executive Principal and premises team in ensuring that the health and safety needs of students and staff are met as far as is practicable and that health and safety policy guidelines are adhered to
- Support the creation, implementation and evaluation of the schools' development plans and self-evaluation documentation
- Assist with the wider improvement of community partnerships and the further development of extended service provision

Additionally, the Headteacher will:

- Promote professional development for all staff, supporting the delivery of a whole school programme of INSET in line with current improvement priorities and performance management targets, as well as targeted INSET for groups and individuals
- Lead INSET as appropriate
- Manage budget allocation to support INSET
- Act as an appraiser for teachers and members of the senior and middle leadership team (other than the Executive Principal)
- Be responsible for overseeing the induction programmes for all new staff
- Liaise regularly with administrative staff in monitoring student attendance, and implement school policy in order to minimise student absence
- Ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages

Management of Teaching & Learning

The Headteacher will assist the Executive Principal to:

- Assume a shared responsibility for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on students' attainment to the LA/DfE
- Ensure effective long, medium and short term planning and development of the curriculum
- Ensure that all students have quality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in which the individual needs of students are met
- Share responsibility for all monitoring and quality assurance activity and play an integral role in developing staff and raising standards and in other provisions within the Catch22 MAT
- Offer consistent pastoral support for students and provide expert guidance on the management and positive support of challenging behaviours
- Promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning

Additionally, the Headteacher will:

- Ensure that the planning and delivery of the curriculum is tightly focused (including the National Curriculum as appropriate) and tailored to meet students' individual needs across the school

- Oversee the quality of structured programmes of work-related learning and work experience, including careers and information advice and guidance, for students and students in Key Stages 3 & 4

Management of people

The Headteacher will assist the Executive Principal to:

- Develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues
- Maintain a positive team ethos through effective communication and shared discussion and training

Additionally, the Headteacher will:

- With other school leaders, oversee timetables, assembly and duty rotas and weekly information lists to ensure the smooth operation of the schools
- Have corporate responsibility for day to day management of staff, including arranging cover for staff absence
- Monitor staff attendance with HR and address these issues effectively as they arise

Other Information

The Headteacher will:

- Ensure the Health and Safety of staff and students and visitors in keeping with Catch22's Health and Safety policy.
- Participate in appropriate continuing professional development and staff training opportunities to update or develop new skills.
- Ensure personal and corporate currency with regard to national and local policy developments, initiatives and legislation.
- Promote compliance with policies adopted by Catch22, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertake such other duties of a similar nature as required by the Executive Principal.

What does good look like for this role?

- A vibrant student body with good attendance
- A broad curriculum which values the arts, sport, music as well as a strong focus on English, maths and science.
- An enthusiastic staff team, with low levels of absence.
- A well-managed budget.
- Positive relationships with Parents, local schools and Local Authority.

Organisational Relationships

- Reports to the Executive Principal – South West
- Works collaboratively with other Academy and Catch22 Independent school Headteachers at both regional and national level.

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COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level and above • Qualified to teach in the UK • Right to work in the UK • Recent and relevant professional development • A further post-graduate qualification relevant to the post 	<ul style="list-style-type: none"> • NPQH attainment is not essential but would be an advantage. 	Application
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent understanding of current developments and best practice in teaching and learning, particularly as it relates to achieving high rates of progress for pupils within vulnerable groups. • Broad subject knowledge of core curriculum and foundation subjects. • Understanding of effective strategies for maintaining high quality attitudes to learning and conduct behaviour within the classroom and wider school and community context. • A deep understanding of equality of opportunity issues and how they can be successfully addressed within a special school context. • Knowledge and understanding of current best practice and statutory guidelines as it relates to child protection and safeguarding. 	<ul style="list-style-type: none"> • Excellent knowledge of how to raise achievement in English and maths for pupils with additional learning needs, including ASD. 	Interview
EXPERIENCE	<ul style="list-style-type: none"> • Proven successful experience of working in and leading teams and of managing change. • Successful experience of management and leadership at Headteacher or senior management level. 	<ul style="list-style-type: none"> • Evidence of effective partnership working with other schools, businesses and organisations to enhance and enrich the school and its value to 	Application & References

		the wider community.	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with the ability to listen and communicate effectively in all contexts. • Commitment to creating links and working in partnership with governors, families, the wider community and other stakeholders. • Enthusiasm for close working with the local area mainstream schools and Hampshire-wide Education Centres. • Willingness and adaptability to respond creatively to change, maintaining an open and inclusive ethos for the school at all times. • Enthusiastic, inspirational, creative and motivational leader, able to operate effectively and think clearly under pressure in a changing and evolving environment. • Positive attitude towards and in promoting disability and inclusion, in relation to both pupils and staff members. • Commitment to a holistic approach to teaching and learning. • Commitment to promote spiritual, moral, social and cultural development in the school community. • An ability to work outside of comfort zone. 		References & Interview
OTHER	<ul style="list-style-type: none"> • Share Catch22 values • Awareness of and commitment to Equality & Diversity • Desire to develop and undertake training as required 		Interview