

**JOB DESCRIPTION**  
**Headteacher – Scarborough Pupil Referral Service**

**Date Effective: September 2023**

**Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's and Trusts' policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

**As the Headteacher of Scarborough Pupil Referral Service, the Local Management Committee wishes a particular emphasis to be placed upon the following:**

1. To ensure that the school is a safe environment where pupils and staff are protected and cared for.
2. To lead in the provision of and delivery of excellent learning and teaching.
3. To establish a vision of school improvement and to lead the staff and Governing Body to implement, review and evaluate the impact of the School Development Plans.
4. To be accountable to the School's Governing Body on progress made against School Development Plan objectives, making recommendations as to future priorities and actions.
5. To recognise the importance of maintaining the school's existing values, whilst instilling their own identity, then to build relationships with the whole school community, ensuring that pupil and parent/carer voice contributes to strategic planning.
6. To develop, inspire and motivate effective teams in order to deliver high quality education.
7. To be financially astute, making effective use of resources and budgets, ensuring that the school achieves best value and maintains a sustainable future, whilst improving outcomes for pupils.
8. To set, apply and review policies and procedures to ensure effective and efficient operation of the school.
9. To further develop partnerships with a variety of stakeholders and then, through collaboration, improve personal, social, and academic outcomes for all pupils.

**This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.**

## PERSON SPECIFICATION

### Headteacher –Scarborough Pupil Referral Service

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

<b>QUALIFICATIONS AND TRAINING</b>	<b>Essential on appointment</b>	<b>Desirable on appointment (if not attained, development may be provided for successful candidate)</b>
Qualified Teacher status	<b>X</b>	
Further professional/ academic study e.g. MA		<b>X</b>
Evidence of gaining or working towards NPQH or CEPQH qualification		<b>X</b>
Evidence of continuous professional development including recent leadership training	<b>X</b>	
<b>EXPERIENCE AND SKILLS</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Experience across the Secondary age range and key stages (11-16)	<b>x</b>	
Up to date knowledge and understanding of the National Curriculum and experience of curriculum design at the appropriate level	<b>x</b>	
A proven track record for improvement, using the most appropriate data, taking into account the school and community context	<b>x</b>	
Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching and learning and outcomes for pupils	<b>x</b>	
Up to date knowledge and understanding of research relating to education and of current and emerging Ofsted policy and practice	<b>x</b>	
Experience of working to ensure support for children with a range of SEND needs	<b>x</b>	
Knowledge of strategic financial planning, budgetary management, and application of robust financial management		<b>x</b>

The Selection Panel will require evidence that you work within the National Standards for Headteachers. In addition, there will be a particular focus on the following key competencies;

<b>Key Competencies</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Resilience	<b>x</b>	
Clarity of Vision	<b>x</b>	
Strategic thinking	<b>x</b>	
Influencing	<b>x</b>	
Adhering to principles and values	<b>x</b>	
Building effective teams	<b>x</b>	
<b>SAFEGUARDING</b> These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure		<b>Essential on appointment</b>
Demonstrate a commitment to safeguarding and the welfare of children and young people		<b>x</b>
Ability to form and maintain appropriate relationships and personal boundaries		<b>x</b>
Emotional resilience in working with challenging behaviours		<b>x</b>
Appropriate use of authority and maintaining discipline		<b>x</b>