

SGS Pegasus School Headteacher Job Description



Job Title	Headteacher
Main Purpose of the role	
<p>The post holder will have the flair to develop our values and achieve our vision, be committed to the highest achievement for all and be a creative and enthusiastic educationalist and a fantastic communicator for all stakeholders. They will lead through a management structure which will enable staff to develop to the best of their potential.</p> <p>We will be seeking a person who has:</p> <ul style="list-style-type: none"> • Substantial leadership experience in successful or rapidly improving schools • Good knowledge of the special school sector and of ASD provision in particular • An open-minded, creative, and solution-focused attitude • The capacity to promote the school with passion to students, their parents/carers and key stakeholders, including the local authority • The attributes of a team player, capable of working effectively within the Trust 	
Key Tasks / Responsibilities	
<ul style="list-style-type: none"> • Provide outstanding leadership and strategic direction, ensuring the highest expectations and standards in teaching and learning, relationships and engagement, ensuring that both the pastoral, curricular and enrichment opportunities offered to students meet their needs and aspirations, as well as those of the community; ensure that the school is a safe and productive research-led learning environment that is engaging and fulfilling for all students, exploiting modern technologies wherever possible • Ensure that the school fully complies with statutory requirements and implements best practice with regard to safeguarding, promoting and protecting the welfare of all children and young people, with particular regard to KCSIE, Prevent and the Equalities Act • Ensure proactive and community-leading advancement of equity and diversity for everyone associated with the school, along with environmental responsibility and good citizenship • Develop and ensure effective implementation of the school’s strategic and operational plans (including the School Improvement Plan and SEF, Pupil Premium Plans and others) in line with the policies and principles of the SGS Academy Trust, with the guidance and support of the Deputy CEO 	

- Monitor, evaluate and report on the performance of the school to the DCEO, the Local School Board and, where appropriate, the Trust Board, as well as all relevant external bodies, identifying priorities for continuous improvement
- Support the LSB and TB in executing their role, particularly that relating to statutory compliance, advising where appropriate on possible strategic direction and development
- Articulate the vision and values of the school and Trust through excellent communication to students, parents, staff, stakeholders, employers and the community, collaborating in and leading on initiatives that secure the commitment of the wider community to the school and Trust
- Create an atmosphere of support and trust within the school staff in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and debated and in which the leadership team is supported and respected
- Monitor the welfare of students, ensuring that appropriate communication exists with families and carers, education, health and social care organisations and other professionals involved in students' welfare
- Ensure that the appointment and training of new staff is effective and timely, that there is full adherence to the Trust performance management processes, including appraisal and induction, and that all staff have access to professional advice, training and development appropriate to their needs and the demands of the Trust, so that they can develop and flourish
- Form part of the senior leadership of the Trust along with the other Headteachers, with whom a fruitful, productive partnership is essential; look constantly for opportunities to enhance the Trust, and to contribute to the success of all students and staff within the SGSAT team
- Ensure that day-to-day management, organisation and administration of the school is effective and efficient, and ensuring that the school meets statutory financial legal reporting requirements, and efficiently produces and operates within an agreed budget , promoting income generation activities where possible
- Working proactively to develop a strong partnership with other schools in the SGS Academy Trust family and beyond, acting as the school's principal ambassador to promote its reputation widely with key stakeholders and secure opportunities for collaboration with local, regional and national partners
- The Headteacher is at all times expected to adhere to the Headteachers' Standards (<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>) as laid out by the DfE. These standards encapsulate the high expectations SGSAT has of its leaders, building on the teachers' Standards, (<https://www.gov.uk/government/publications/teachers-standards>) which in turn define the behaviours and values the Headteacher should expect of all teaching staff employed by the Trust.
- Please note that this job description is not an exhaustive list. The post-holder may be required to undertake other duties as directed by the DCEO or CEO.

Key Interfaces
<ul style="list-style-type: none"> • The Deputy Chief Executive Officer • The Trust Board and the Local School Board of SGS Academy Trust. • Parents of students (both existing and prospective) • South Gloucestershire Local Authority • Headteachers of special schools schools in South Gloucestershire • Ofsted and Ofqual • The Regional Delivery Directorate • Senior Leadership teams of SGS Academy Trust and partners (SGS Commercial Services, SGS College and SGS Group Services)

Person Specification	
Qualifications and Attainment	
Degree Equivalent	Essential
Teacher Qualification	Essential
Educational Management Qualification	Desirable
<p>We require an individual who can demonstrate a strong commitment to the principles of social mobility and who can build strong, effective partnerships with the community. Proven ability of raising standards for all students is required.</p> <p>Desirable personal qualities and expertise are as follows.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Has held a senior leadership role in a high-performing or transformative secondary education establishment • Expertise in curriculum planning, teaching, learning and assessment, school improvement • Able to use data effectively to monitor, evaluate and improve the quality of learning experience for students • Demonstrates the ability to motivate students by raising aspirations, achievement and attitudes and recognises and celebrates their achievements • Promotes inclusion for all students and safeguarding of vulnerable children and embraces the PREVENT agenda <p>Leadership abilities:</p> <ul style="list-style-type: none"> • A strategic thinker, able to develop and articulate the vision, aims and ethos of the school and Trust to all key stakeholders: students, staff, parents, employers and the community • Strong leadership capabilities, particularly in developing and communicating with staff • Consultative yet decisive approach • Ability to ensure that Health and Safety is complied with and fully embraced across the whole of the school <p>Management and communication skills:</p> <ul style="list-style-type: none"> • Ability to embed confidence and positivity in people with a broad range of backgrounds and personalities • Good knowledge of and ability planning school improvements and working within a Trust environment • Ability to evaluate performance, set challenging targets, identify improvement initiatives whilst ensuring effective professional development of staff to meet current and future requirements • Good understanding of financial management 	

- Conversant with latest research in education, with the ability to identify and lead the introduction of best practice
- Strong advocacy skills to promote the school externally, gaining support from a wide range of stakeholders

Personal qualities:

- Resilient
- Team player
- Charismatic, with the ability to lead, motivate and inspire whilst empathetic to the needs of others
- Excellent communication skills with strong networking abilities
- Able to cope and adapt to pressure
- Good listener and able to adapt to changing situations
- Enthusiastic and able to inspire others
- Possessing integrity, warmth and a good sense of humour

Measurable Performance Standards for this Role

The Headteacher will be responsible for the attainment of key performance indicators for the school, which are wide-ranging and, of course, subject to negotiation and change. Broadly, we would expect targets in line with our ambition to be at least 'Good' as soon as possible.

- **Quality of Education**

- Students will maximise their potential, and receive the highest quality provision according to their needs
- Students' EHCPs are seen not as the maximum but as the minimum level to aspire to

Attendance

- Percentage to be above national average benchmarks for each year group
- Persistent absence levels to be below national average benchmarks for each year group

Admissions

- Growth will be effectively and strategically managed in partnership with the relevant authorities

Behaviour and attitudes

- Very high levels of measurable engagement in students' attitude to learning
- We aim for zero permanent exclusions

Destinations

- All leavers will be in education, training or employment

Satisfaction levels

- Employers, parents and students are very satisfied by Pegasus' provision, communication protocols and outcomes
- The wider local community feels involved with Pegasus and its students.

Financial Performance

- Sustainable financial position maintained and forecasted
- Ensuring proper use of government money

Level of Disclosure and Barring (DBS) disclosure required

Enhanced with barred list checks

Author and Date

SD Miles - 8 November 2021

Job Evaluation (for HR Completion)

Score		Profile		Level	
-------	--	---------	--	-------	--