



The Mulberry Bush School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title: HEAD TEACHER

Responsible to: DIRECTOR

Context

At the Mulberry Bush School the residential therapeutic provision pervades all aspects of the children's day. Thus their classroom and learning experience, though distinct, is integrated with experiences in other areas to form a coherent whole. The Headteacher will primarily be responsible for classroom educational provision, but an involvement in the residential component of treatment is crucial for the maintenance of this integrated experience and co-ordinated therapeutic process.

Primary Task

The Headteacher is responsible:

- for developing and maintaining the educational programme, including an appropriate curriculum and assessment arrangements
- for co-ordinating the educational aims and provisions of the School within the overall therapeutic task
- for the welfare and management of the children and staff in all educational matters and activities, including any education related outings.

Duties

Curriculum

Organise, implement, monitor and evaluate a written curriculum and all education components of the School Development Plan appropriate for the School, having regard for the National Curriculum, the psychodynamic philosophy and aims of the School and the needs, experience, interest, attitudes and stage of development of the children.

- i) be responsible for the documentation of the curriculum and its regular updating
- ii) Hold regular teachers' meetings to develop the curriculum, to address educational matters generally and to attend to any particular factors that affect the educational provision either directly or indirectly.
- iii) Ensure that the assessment and recording of each child's classroom attainments, is undertaken and that regular progress reports are produced.

- iv) Determine and co-ordinate the allocation of staff and children to class groups and keep that allocation under review.
- v) Ensure the curriculum works positively in reflecting the racial and cultural diversity of the School and society and in developing equal opportunities' policies and practices.
- vi) Keep up to date with educational legislation, regulations and guidelines and current educational thinking.

Staff Management and Development

Help to recruit and to direct/deploy, support and develop teachers and teaching assistants as individuals and as a group in the performance of both their educational tasks and their involvement in other aspects of the School's treatment programme.

- i) Evaluate the standards of teaching and learning in the classrooms and ensure that proper standards of professional performance are maintained.
- ii) Provide regular supervision sessions for each teacher and, in conjunction with other senior staff, induction for new teachers.
- iii) Ensure appropriate training and development experiences and programmes for the education team as part of an overall programme within the School.
- iv) Maintain the teaching staff and teaching assistants as a mutually supportive co-operative and creative team, reaching collective decisions wherever possible.
- v) Arrange cover for absent teachers and teaching assistants, with regard for a fair and equitable sharing amongst other staff of any such requirement.
- vi) Provide information about the work and performance of members of the Education Team when needed for their future employment.

Responsibilities with the Whole School

- i) Be part of the School Leadership Team in order to:
 - a) Contribute to the development of decisions on strategic planning and matters affecting the proper running and welfare of the entire School.
 - b) Liaise closely with the Director and Heads of all other departments in the regarding the overall running of the School and co-ordination of the treatment programme, particularly with reference to educational matters and the areas of overlap between education and care.
- ii) Ensure an educational perspective is clearly represented at inter-disciplinary meetings.
- iii) Attend meetings of the Education, Care and Treatment Sub-Committee of the School's Trustee Committee as required in order to present regular educational reports and be available for consultation on educational matters.
- iv) Participating in the On-Call rota outside of actual working time, and being prepared to assist at any other time regarding serious incidents or situations.
- v) Maintain high standards of health and safety for all aspect of the education provision.

Responsibilities beyond the School

- i. Ensure that Department for Education requirements are known so that the School meets its responsibilities and maintains its approval as an Independent Non-maintained Special School with a Children's home.
- ii. Ensure a dialogue is maintained with parents and carers about the School curriculum and the academic progress of their children.
- iii. Be involved in planning the admission and discharge of children and, if necessary, any exclusion.
- iv. Convene Annual Educational Reviews of children and have oversight of their Education, Health and Care plans, involving referring agencies and ensuring reviews are appropriately documented and communicated to all relevant persons and parties.
- v. Present an educational perspective on the School in dialogue with other outside interested or responsible bodies as requested by the Director.

Resource Management

- i) Be responsible for the educational budget ensuring its wise spending according to agreed priorities within the curriculum development plan and in ways that ensure the well-resourced and positive functioning of all educational areas.
- ii) Oversee the safety, maintenance and accessibility of educational stock, equipment and accommodation.

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