



CO-HEADTEACHER

Starting September 2023

The Acorn School is an independent, co-educational not-for-profit school which provides an invigorating, quality education for pupils from 6 to 18 years of age. For over thirty years, the Steiner-inspired curriculum has integrated creative and physical activities with academic studies to form a unique, threefold structure designed to support and engage students throughout the various stages of their development.

The school was rated 'Good' across all categories in its most recent Ofsted inspection (published March 4th 2019). Ofsted recognised being a teacher at The Acorn School as a rewarding experience:

"Teachers share a love and enjoyment of learning. Lessons often include art, songs, literature and reading as various ways to engage pupils and develop a broad range of knowledge as well as to spark an interest. Pupils respond accordingly and delight in the different activities."

Ofsted, 2019

A fantastic opportunity has arisen to join as a senior leader in the role of co-headteacher from September 2023. We are looking for an experienced Steiner leader and teacher who possesses the ability and motivation to co-lead our team to provide an outstanding education.

Job details

Contract type:	Full time, permanent
Reporting to:	Governance Board
Responsible for:	Leadership and teaching teams
Salary:	Dependent on experience
Leave:	Due to the nature of the post, annual leave cannot be taken during term time.
Pension:	Auto enrolment pension scheme
School Fees:	Eligibility for a leadership bursary of 50% school fee reduction
Note:	This role may be combined with the head of lower school role depending on experience and expertise.

Main purpose

To, in partnership with the other Co-Headteacher:

- Establish and sustain the school's ethos and strategic direction together with the steering board and proprietors and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Oversee and manage all members of staff
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively



Qualities

The Co-Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The Co-Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly modelled by all adults in school
- Oversee behaviour management, in line with the school's behaviour policy, ensuring that all staff adopt fair and consistent approaches to behaviour management
- Take responsibility for managing all instances of internal and external exclusions.

Teaching, curriculum and assessment

The Co-Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read effectively.
- May take on some teaching responsibilities according to experience and subject expertise.

Additional and special educational needs (SEN) and disabilities

The Co-Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).



Managing the school and staff

The Co-Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Be responsible for the management all teaching staff, including:
 - paying due attention to workload
 - conducting annual reviews and appraisals
 - undertaking learning walks and formal lesson observations
 - overseeing disciplinary, capability and grievance procedures
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Co-Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

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Governance, accountability and working in partnership

The Co-Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Co-Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Steiner teaching qualification • Degree • Completed or agreement to complete National professional qualification for headship (NPQH) or alternative leadership qualification



JOB DESCRIPTION AND PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a Steiner (or similar) school• Significant Teaching experience in a Steiner (or similar) school• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2023

Head of Governance Board signature: _____

Date: _____

Postholder's signature: _____

Date: _____