

Local Job Description – Head of School (Havant Site)

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Post title:	Head of School
School:	The Key Education Centre
Grade:	Leadership Scale
Department:	Senior Leadership Team
Reports to:	Head teacher (cross-site)

Relationships
The post holder will be accountable to the Head teacher
Job purpose
1) To take responsibility for the leadership and management of a variety of whole school areas 2) To hold responsibility for the daily administration and management of the school 3) To contribute to the all-round success of the school 4) To Line Manage designated staff

Overall Strategic Functions held

- Strategic vision and overall accountability for behaviour, inclusion and safeguarding
- Provision design and implementation for inclusion and outreach
- Partnership Programmes, staffing analysis and deployment, timetabling
- Quality assurance of practice, CPD for staff
- Overview of area budget
- Curriculum enhancement
- Day to day running of the school
- Ensure the commitment of all involved in the school to its aims and vision
- Designated Safeguarding Lead
- SEND requirements
- Behaviour and rewards systems and monitoring of systems

Leading and Managing Policy

- Contribute as a member of the Senior Leadership Team to the development of the strategic direction of the school
- Create, implement and Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Pastoral care and well-being of staff and pupils
- Implement and support behaviour and rewards systems in line with school policies
- Ensure that policies and practices are inclusive

Leading and Managing People:

- Have a visible presence around school
- Advise the Head teacher on staffing appointments
- Establish, lead and chair, as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team members
- Set performance appraisal review and development objectives for an agreed group of staff
- Ensure good practice from staff is recognised and praised by Senior Leaders
- Assist with the effective induction of new staff
- Be seen as a role model in terms of innovation, commitment and being a positive impact upon children's lives and education.
- To work within an attachment focused and trauma informed community as detailed in the school vision

Managing resources:

- Monitor health and safety practice and report any issues to relevant staff
- Overall H&S responsibility across the Havant Site
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
- Manage budgets for your area of responsibility
- Devise and plan appropriate INSET and CPD programmes

External relations:

- Represent the school and its interests in meetings and other relationships with parent(s) / carer(s), members of the community and a wide range of organisations and agencies
- Planning for designated school events such as parents' evenings.
- To work alongside colleagues in mainstream schools and to take an active role in reintegration programmes

Evaluation and Quality:

- Actively lead areas of the School Improvement plan for behaviour, inclusion and safeguarding
- Monitor and take actions under guidance from the Head teacher
- Exemplify a good standard of classroom practice which meets the aims and objectives of the school

Accountabilities

- To form part of the Senior Leadership Team and act as the day to day operational leader for the Havant Site
- To design and implement a strategic plan for the development of your department
- To be responsible for providing a high quality service to our pupils
- To have accountability for meeting performance indicators in the departmental area
- To produce reports as required
- Be familiar with current theory and practice relating to pupils with additional needs and inform staff of these developments
- To form part of the overall Senior Leadership Team
- To design and implement a strategic plan for the development of the Havant Site with support from the cross-site Head teacher
- To be responsible for providing a high quality service to our pupils
- Lead on all aspects of SEND and inclusion within the school including EHCP processes
- Ensure the school meets the SEND Code of Practice requirements
- To ensure a high quality learning support and outreach provision is in place

Notes

- Other tasks may be considered necessary by the Head teacher in view of the changing priorities of the school
- Some tasks may be modified to reflect the School Improvement Plan
- All staff are expected to undertake training as appropriate with the aim of increasing professional skills and expertise
- May require training in holding / approved restraint techniques for dealing with particular children

This job description can be reviews and may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION – Head of School

ESSENTIAL	DESIRABLE
QTS or equivalent	Evidence of further study
Experience of leadership roles or whole school responsibilities	Experience of classroom-based research
An awareness of attachment and trauma informed practice	Delivering INSET or whole school training
Evidence of appropriate professional development	Specific SEND qualifications (SENDCO Award or equivalent)
Familiarity with current national initiatives and developments in educational leadership	Awareness of research on teaching and learning
Understanding of academic data including tracking progress and monitoring performance	
A proven track record of improving outcomes for pupils	
Experience of implementing successful interventions	
Experience of leading and motivating a successful team	
Highly skilled classroom practitioner	
Excellent oral and written communication skills	
Emotional intelligence and strong interpersonal skills	
Capacity for hard work and highly effective time management	
The ability to think analytically and strategically	
Effective prioritising	
Creative problem solver	
The ability to lead, challenge and support others	
The ability to identify examples of best practice elsewhere and adapt these where appropriate to our school	
Experience of monitoring performance and creating action plans	
A critical understanding of modern and successful approaches to implementing excellent practice in alternative provision	
Excellent IT skills and data scrutiny and analysis expertise	