

## **Job Description**

### **Post - Head of School**

### **Reporting to - Executive Head**

#### **Job Purpose**

Provide Operational leadership and management in support of the Executive Head which enables the school to give every pupil the best education and safeguarding; promoting the highest possible standards of provision. Responsible for Teaching & Learning, Safeguarding and Parent Support operational functions involving

- The curriculum
- Teaching and Learning staff appointments and management
- Teaching and Learning finances and resources
- The admission, welfare, safeguarding, wellbeing and progress of pupils
- The promotion of the school and the engagement and support of parents
- QA and the quality of educational provision
- Ensuring the school meets all its statutory obligations
- Deputy Head in Exec Head absence

#### **1. Leading teaching and learning**

- Ensure a continuous and consistent school-wide focus on pupils' achievement
- Use data and benchmarks to monitor progress, and stimulate development
- Establish creative, responsive and effective approaches to learning and teaching
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Develop and maintain a culture of high expectations for self and others
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals

#### **2. Safeguarding, Parent and Pastoral Support**

- Secure effective policies, practices and standards to ensure maximum safeguarding of pupils through the schools Safeguarding Officer
- Monitor, evaluate and review practice and strategies
- Ensure appropriate behaviour management to enable a safe environment for our pupils and staff.
- Develop and maintain effective strategies, procedures and staff training
- Manage and promote the school's parent support function through the Parent Support Officer
- Responsible for the schedule of communications and meetings across the school
- Act as the Mental Health lead overseeing WAMHS project on-site

### **3. Liaison with Key Stakeholders**

- Local authority on consultations, admissions and ensuring EHCPs are high quality person centered documents
- Coordination of multidisciplinary team in the school including Speech and Language, Occupational and other therapists, CAMHS, Educational Psychology and school health
- School Transport

### **4. Creating and shaping the Future**

#### **Assist with**

- Developing vision and effective leadership in planning the development of the school.
- Creating and maintaining a shared learning culture and positive climate
- Translating the vision into agreed objectives and operational plans
- Fully engage with parents, external partners and local schools
- Identifying & developing future leaders
- Writing SEF & SDF

## Person specification – The Garden - Head of School

### 1. Qualifications

1.1. QTS and NPQH

### 2. Experience

2.1 Track record of success in delivering first class education provision, achievement and standards in ASD in a Special school.

2.2 Leading others through change

2.3 Setting performance standards and evaluating their success

2.4 Proven success in creative and innovative approaches to learning and teaching

2.5 Proven success at leadership and building teams

2.6 Managing financial budgets using resources effectively

2.7 Acting as DSL

### 3. Knowledge and understanding

3.1 Strategies for developing teaching and improving pupil performance related to ASD

3.2 Curriculum and the use of data to improve teaching and learning

3.3 Current education legislation, national initiatives and strategies

3.4 Thorough understanding of safeguarding issues policies, statutory requirements and practices

3.5 Ability to actively engage parents/carers from all communities and communicate positively and effectively with them

### 4. Skills/Qualities

4.1 Strong communication skills

4.2 Excellent organisational skills; a proven ability to prioritise tasks effectively and to ensure that all deadlines are anticipated, planned for and met.

4.3 Ability to work under pressure

4.4 Enthusiasm and presence

4.5 Commitment to innovation, creativity and inclusion

4.6 Positive attitude to new challenges

4.7 Approachable, keen to be a visible presence around the school

4.8 Fairness and impartiality

### **Terms of appointment**

The appointment is subject to the current conditions contained within The School Teachers' Pay and Conditions Document, other current education and related employment legislation, the school's Instrument of Government, the Local Authority's (LA) approved Scheme for the Local Management of Schools and any rules, regulations or policies laid down by the governing body under their powers derived from statutory sources and any rules, regulations or policies laid down by the authority with respect to matters for which the governing body is not so responsible.

Pay scale - Inner London Leadership points L25-29

Evening attendance at Governors and other meetings will be required



