

Special Educational Needs and Disabilities Academy Trust (SENDAT)



JOB DESCRIPTION

JOB TITLE:	HEAD OF SCHOOL – PRIORY SCHOOL
SALARY RANGE:	SENDAT LEADERSHIP PAY SCALE RANGE L14-L18
CONTRACT:	PERMANENT
WORKING ARRANGEMENTS:	FULL TIME
REPORTS TO:	CEO SENDAT
DATE:	APRIL 2022

CONTEXT

The Special Educational Needs and Academies Trust (SENDAT) is a Multi Academy Trust whose provisions support a range of needs including Moderate Learning Difficulties (MLD), Autistic Spectrum Disorder (ASD) and Social, Emotional & Mental Health and Behavioural (SEMH) needs. Our core aim is to provide for the continuum of special needs across the Eastern region.

All SENDAT schools and alternate provisions have Trauma Informed practices embedded across the curriculum and SENDAT staff colleagues are given training and support to develop and use these skills in their day-to-day working.

All new appointments are subject to successful completion of induction and probation training as set out in the SENDAT Probationary Procedure.

INTRODUCTION:

All members of SENDAT Leadership Teams are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, by:

- Modelling the Core Values of the Trust at all times;
- Nurturing students to become well-rounded individuals who can go forward into their adult lives prepared for the work environment and capable of being independent and productive citizens;
- Continuously raising students' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of students;

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- Promoting the highest possible outcomes for a cohort of students

JOB PURPOSE:

To provide inspirational and visionary leadership and to be responsible for effective day-to-day operational management of (“the School”).

To ensure that the Trust’s aims and objectives for the school are implemented in accordance with SENDAT / the school policies and relevant national and local education strategies.

To continue to develop the outstanding educational provision and to create a secure and stable environment, so that students may achieve the best possible learning outcomes and fulfil their potential.

PRIORY HEAD OF SCHOOL KEY TASKS AND RESPONSIBILITIES:

1. Deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the SENDAT Senior Leadership team, through a range of effective leadership strategies.
2. Take responsibility as Senior Manager in charge and SENDAT representative on-site for day-to-day operation of the School, including the Priory School Residential provision
3. Work closely with the SENDAT CEO to implement and monitor the strategic vision and associated business plan for the school.

STRATEGIC DEVELOPMENT

1. Challenge educational under-achievement and inspire children to reach their full educational potential, across the range of complex additional needs provided for within the school.
2. Develop the school as an outstanding specialist provision, developing partnerships with students, parents, the local communities and other schools across the Trust and beyond;
3. Manage organisational and educational change necessary to achieve and sustain success;
4. Work with executive Leadership colleagues to oversee development of the physical environment and facilities of the school to provide a positive, welcoming and safe environment for learning;
5. Actively participate as a member of the Trust’s Leadership Group (TLG) to the development of SENDAT as a whole including:
 - a. Development and monitoring of the Trust development plan
 - b. Overview of budget plans for each academy.
 - c. Reviewing staffing at each academy and across the Trust, including administration, catering and cleaning.
6. Establish, implement and monitor the operation of policies and procedures to successfully deliver the school’s strategic development;

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7. Implement and maintain the schools' improvement plans and self-evaluation procedures as part of TLG.
8. Implement a clear and progressive staffing strategy, building on the Trust strategy.
9. Instil a culture of common accountability in all staff for student performance and attainment.
10. Ensure all statutory requirements are met.

TEACHING AND LEARNING:

1. Advocate and develop innovative ways of teaching and learning to meet the needs of students of all abilities and special educational needs through effective delivery of the Trust's curriculum pathways.
2. Provide a sound foundation for students' learning and monitor progress carefully;
3. Ensure a wide range of activities for students to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief;
4. Encourage and promote the creative use of computing to support teaching and learning;
5. Recognise and celebrate the distinctive nature of the school by encouraging a wide range of extra-curricular trips and activities to enhance and consolidate learning and whole child development;
6. Provide a safe and healthy environment in which students' wellbeing and welfare can be nurtured;
7. Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development;
8. Report regularly as required to the school's individual LAB and provide input to the CEO's reports to the Full Trust Board, with regard to the school's educational performance and progress.

LEADING AND MANAGING STAFF

1. Take overall operational responsibility for the leadership, internal organisation, management and daily running of the school , including the Residential provision.
2. Directly line manage the Priory Senior Leadership Team (SLT) i.e. Senior Assistant Headteachers and the Head of Residential Care, including:
 - Probation / induction training
 - Appraisal and performance management
 - Attendance
 - Staff wellbeing

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3. Oversee line management arrangements for all staff employed on the Priory School and Angel Hill College Sites.
4. Liaise with Executive Leadership colleagues to oversee recruitment and selection of Teaching and Support staff to meet the short and longer term needs of the school and its students.
5. Maximise the contribution of all staff to maintain and continuously improve the quality of education provided and standards achieved through effective implementation of SENDAT staff policies, procedures and working practices.
6. Manage effectively the deployment, appraisal, work performance and continuous professional development (CPD) of all staff.
7. Exercise the school's duty of care regarding staff welfare.
8. Promote, encourage and support initiative and team working, both within the school and more widely with other schools across the Trust.

FINANCIAL MANAGEMENT

1. Plan, and monitor the curriculum within the agreed budget; setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control within SENDAT
2. As required work with the TLG to assist the drafting of budgets across the Trust.

SITE AND PREMISES MANAGEMENT (PRIORY SCHOOL AND ANGEL HILL COLLEGE SITES)

1. Site and Premises is managed centrally, but organised at a local level.
2. Work with the TLG to ensure the site needs are appropriately reflected in the development and budget plans.
3. Work with Central Team to organise the school's site & premises efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
4. Ensure that the allocation and use of accommodation/resources provides a positive learning environment that promotes the highest achievements.

COMMUNICATIONS AND PARTNERSHIPS

1. Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets, plans and other strategies for improvement.
2. Develop and sustain positive working partnerships with parents and carers.
3. Develop and encourage good relations between the school and the local community.
4. Work effectively with all external agencies and service providers.

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SAFEGUARDING:

1. SENDAT is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of SENDAT CEO, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
3. The post holder is required to disclose to the school details of any Police warning, caution, bind-over or conviction before and during relevant employment.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested [insert line manager] or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

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PERSON SPECIFICATION

POST: Priory School HEAD OF SCHOOL

GRADE / SCALE POINT: SENDAT Leadership scale – L14-L18

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>First degree / training certificate.</p> <p>Qualified Teacher Status (QTS)</p> <p>Recent professional development relevant to a senior leadership role in an special educational setting</p>	<p>NPQH (or working towards)</p>
EXPERIENCE AND KNOWLEDGE	<p>Proven leadership and management experience and expertise at senior management level in a special education provision:</p> <ul style="list-style-type: none"> • Curriculum development. • Policy Development. • School improvement planning. • Performance management. • Working in partnership with parents and external agencies. <p>Evidence of experience in key characteristics of leadership in special education, including:</p> <ul style="list-style-type: none"> • Making considered decisions and taking responsibility for the outcomes. • Delegating and sharing leadership. • Encouraging, supporting and motivating people, including pupils, staff and parents. • Challenging, influencing and motivating others to attain high goals. <p>Record of successfully implementing initiatives to raise standards.</p>	<p>Recent successful experience at Deputy or Headteacher level in a special education provision.</p> <p>Successful leadership of strategic initiatives.</p> <p>Relevant experience in more than one school.</p> <p>Successful and varied teaching experience throughout the relevant phases / key stages and special education provisions.</p> <p>Relevant financial administration and management experience.</p> <p>The ability to work at the head of, and in the midst of, a small staff team.</p>

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	<p>Experience of analysing and using school performance data.</p> <p>Current knowledge of teaching technologies, their use, implementation and impact.</p> <p>Current general knowledge of relevant therapies such as Play / Art / Music therapy.</p>	
<p>KEY SKILLS AND ATTRIBUTES</p>	<p>Understanding of SEN in a specialist setting</p> <p>Commitment to an educational provision of the highest quality</p> <p>Evidence of commitment to lifelong learning.</p> <p>Ability to communicate effectively with a wide range of people</p> <p>Ability to work under pressure and to time and targets.</p> <p>Ability to prioritise and delegate appropriately, but also knows when to accept support from others including Executive Leadership colleagues, LAB members and SENDAT Directors.</p> <p>Ability to develop and maintain good working relationships.</p> <p>A commitment to maintaining the school's current identity within the overall ethos and values of the Trust.</p> <p>Evidence of commitment to model the school's core values.</p> <p>Experience in delivering strategies which encourage parents and carers to support their children's learning.</p> <p>Evidence of committed to involving parents and the community in supporting the learning of children with additional complex needs and in defining</p>	<p>Counselling and mediation skills.</p>

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	<p>and realising the school and the wider SENDAT vision.</p> <p>Proven ability to think creatively and bring fresh ideas to a school that is already achieving very high standards.</p>	
OTHER QUALITIES	<p>Proven ability to deliver strategies which encourage parents and carers to support their children's learning.</p> <p>Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</p> <p>Ability to think creatively and bring fresh ideas to the school.</p>	

SENDAT – WELCOMING DIVERSITY