

VRANCH HOUSE SCHOOL

JOB DESCRIPTION

JOB TITLE	: Head of Education
JOB GRADE	: Points 1 – 7 TPC Leadership scale
Managerially responsible to	: Chief Executive, Vbranch House

Core purpose:

The Head of Education will provide vision, leadership and direction for the school and establish high quality education by effectively managing teaching and learning. The Head of Education will facilitate a culture that promotes excellence and the importance of the multi-disciplinary team as a whole in realising the potential of all pupils.

Key areas of responsibility

1. Shaping the Future

Critical to this role is working with the Chief Executive, Senior Management Team, the Board of Governors and the wider multi-disciplinary team to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Head of Education will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the complex needs of the pupils, diversity, values and experience of the school and community at large.

2. Leading Learning and Teaching

The Head of Education has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations for teaching staff and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective and enthusiastic learners.

The Head of Education will:

- Lead the teaching team effectively, bolstering team spirit, support for each other and facilitating relationships within the wider multi-disciplinary team.
- Establish creative, responsive and effective approaches to learning and teaching.
- Enable a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Implement strategies which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

3. Developing Self and Working with Others

Effective leaders in Education manage themselves and their relationships well. Leadership is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Head of Education supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, leaders should be committed to their own continuing professional development.

The Head of Education will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with local mainstream schools to build effective learning communities for children on split placements.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities within the wider multi-disciplinary team.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

The Head of Education needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Head of Education should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Head of Education with the Chief Executive and the Senior Management Team will:

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

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5. Securing Accountability

The Head of Education is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LA. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for working with their partners in education.

The Head of Education will:

- Fulfil commitments arising from any contractual arrangements endorsed by the Board of Trustees.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including trustees, governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

6. Working holistically

The Head of Education is responsible with others for the education, health and wellbeing of pupils attending Vbranch House School. Facilitating and ensuring the smooth operating of the multi-disciplinary team is an important facet of this leadership post.

The Head of Education will:

- Build a school culture and curriculum which takes account of the complex needs of the pupils and encourage close working relationships with therapists, nurses and visiting medical staff.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Make a leading contribution to the inclusion of Vbranch House School pupils into their local mainstream school by sharing good practice and facilitating excellent communication between schools.
- Co-operate and work with relevant agencies to protect children.

The applicant will be required to safeguard and promote the welfare of children and young people.

Health and Safety:

The Postholder is required to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.

The Postholder is required to conform to statutory regulations on Health and Safety, fire procedures and confidentiality and to attend any training sessions as required.

Pension

Vranch House is a full member of the Teachers' Pension Scheme and contributes additional sums as are required by statute so that its teaching staff are on an equal footing with staff in mainstream schools. All new teachers are automatically enrolled but must opt out in writing if they do not want to be a member of the scheme.

This Job Description will be subject to review in the light of changing circumstances, and may include other duties and responsibilities appropriate to the grade, as determined by Senior Management team or Governors in consultation with the job holder.