



VRANCH HOUSE

Job Description

JOB TITLE:	Head of Education
Managerially responsible to:	Chief Executive, Vranch House
Professionally accountable to:	Chief Executive, Vranch House
Job location:	Vranch House, Exeter

JOB SUMMARY:

The main roles of the Head of Education (HoE) at Vranch House are to:

1. Uphold the 'objects' of the Charity (as defined in its Governing Document).
2. Be an effective member of the Operational Management Team by actively engaging with the demands of the role, including:
 - reporting to Trustees and Governors on all matters related to education provision at Vranch House
 - design, develop and evolve a vision and strategic plan for the educational provision at Vranch House that meets the needs of the pupils it serves
3. Work closely with the Head of Therapies to ensure continuation of seamless joint delivery of therapies and education provision within the Core Offer at Vranch House.
4. Consult with Education at Devon County Council's 0-25 Team on the admission of new pupils to the school, and the transition of pupils between Vranch House and other settings, both educational and post-education.
5. Be the Designated Safeguarding Lead (DSL) on all matters of safeguarding within school (and be the Deputy Safeguarding Lead for the Head of Therapies for outpatients), and promote pupil wellbeing across the school; this includes the administration and updating of CPOMS (safeguarding software), and following up on actions required.
6. Lead on the design and ongoing review of the 'Vranch House Individual Education & Wellbeing (VIEW)' curriculum, ensuring it

remains a pupil focussed and needs-led model for the effective delivery of high-quality education and therapy provision.

7. Provide leadership to the teaching and support staff teams across all classes in the effective day to day running of the school, delivery of the VIEW Curriculum and the promotion of pupil wellbeing.
8. Continually measure and evaluate the impact of the educational provision and use this analysis to inform the School Development Plan (SDP) each year
9. Maintain own up-to-date teaching skills and practice by providing regular, planned cover for teachers across all age and ability ranges of the pupils at Vbranch House.
10. Provide sustainable and meaningful Performance Management Reviews (PMRs) and Wellbeing Supervisions for all teaching staff, ensuring appropriate CPD and training opportunities are sought and undertaken.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Support the SMT (Senior Management Team) in the review, update and production of policies and protocols of the Charity that relate to education and the school.
2. Engage with the Local Authority and Commissioners regarding the statutory assessment framework for SEND and the EHCP process. This includes overseeing the co-ordination, preparation and execution of EHCP Annual/Interim Reviews (including chairing meetings).
3. Ensure that teachers remain accountable and effective in their writing, implementation, and monitoring of pupil achievement towards, Education Health & Care Plans (EHCPs) and the setting of VIEW Curriculum objectives.
4. Oversee, monitor and review the school's use of Earwig Academic as a repository for picture, video and written evidence of pupil achievement and the assessment tool for the VIEW Curriculum.
5. As DSL, ensure the wellbeing and safety of all pupils by leading the school in all aspects of Safeguarding and Child Protection (CP) including:
 - arranging Level 3 Safeguarding and CP for **all staff of the Charity**
 - reviewing incident logs in CPOMS
 - attending all Strategy Meetings, Initial CP Conferences and other acute-need meetings
 - dissemination of key information to relevant staff in a timely fashion

6. Lead the school in maintaining an environment of best practice and professional conduct among the teaching and education support staff, including carrying out lesson observations in line with Performance Management Reviews.
7. Ensuring professional accountability among education staff, ensure education staff adhere to all policies and practices, and actively support and reinforce those policies.
8. Take responsibility for own Continuous Professional Development (CPD) in tandem with co-ordination/personal delivery of the priorities set-out in the SDP. The HoEs CPD plan will be agreed and monitored through regular Supervisions with the Chief Executive and Performance Reviews with SMT.
9. Plan, develop (and where appropriate deliver) a programme of relevant, high-quality education and safeguarding training for all staff across the education and therapy teams.
10. Ensure the timely and quality production of information to parents/carers about their child(ren)'s experiences and achievements within school including regular newsletters, pupil annual reports and any developments in education provision at Vbranch House.

Professional *The post-holder will be expected to:*

1. be responsible for maintaining their own competency through theoretical study and reflection on practice. This will be through CPD activities and maintaining a professional portfolio reflecting personal development.
2. keep up a professional workload and work rate commensurate with the demands of the service and the post-holder's contracted working hours.
3. provide support, guidance and training to the Vbranch House school staff, assessing and evaluating their competence.
4. maintain and develop current knowledge of evidenced-based practice.
5. actively participate in supervisions with appropriate sources to ensure the development of skills in a wide range of educational areas.
6. undertake the measurement and evaluation of work and current practice through the use of evidence based practice projects, audit and outcome measures.
7. be an active member of the in-service training programme by participating and leading in in-service training programmes, tutorials, individual training sessions, external courses and peer review in order to further develop knowledge.
8. undertake, as directed, the collection of data for use in service audit and research projects

9. be actively involved in professional education groups when appropriate, such as local SEN hubs, SEND Forums and other professional development activities, in order to share and expand specialist knowledge.
10. provide children and young people with the opportunity to express their views in an age appropriate way, to have their opinions taken into account and to be able to influence the shaping of services.

Organisational Duties and Responsibilities of all Vbranch House Education Staff

- We are committed to Safeguarding and promoting the welfare of children, young people and clients and expect all staff and volunteers to share this commitment. All posts are conditional on Disclosure and Barring Service (DBS) checks and staff have a responsibility to inform Vbranch House at point of application of any conviction or prosecution that occurs whilst employed by Vbranch House.

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, Vbranch House Policies on Health and Safety, Safeguarding, fire procedures and confidentiality and to attend any training sessions as required.

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 the Head of Therapies or other designated officers, in consultation with the jobholder.