

Sutton House Academy Head of School Job Description

JOB TITLE:	Head of School
RESPONSIBLE TO:	CEO
DIRECTLY LINE MANAGE:	ACADEMY SLT
GRADE:	Leadership Payscale L23 – L27

OVERALL PURPOSE OF THE POST:

Aligned to the National Standards of Excellence for Headteachers (2020) the Head of School will be responsible for providing leadership and strategic direction to the academy and the wider educational community both within the Trust and the community in which the Academy sits by:

- Ensuring the provision of high quality teaching and learning across the setting.
- Ensuring high standards and high expectations from students, staff and all other stakeholders.
- Promoting and safeguarding the welfare of all students & staff.
- Working with their SLT to develop, deliver and commission innovative and proactive services for students.
- Maintain collaborative links with other academies, schools and the wider education community within the locality and across the Trust.
- To work in partnership with the headteacher and SLT of Victory Park Academy.
- Developing an academic and vocational offer accessible for all students in order to provide the best possible educational outcomes
- Having an awareness of, and aspire to, the 'National Standards of Excellence for Headteachers'.

MAIN DUTIES AND RESPONSIBILITIES:

Ethos and Vision

- To ensure that the Sutton House Academy vision of being a place where every child or young person is seen, supported and safe so that they can learn, grow and succeed.
- To provide educational excellence for all.
- To ensure that all learners reach their full potential and make outstanding progress irrespective of their starting points.
- Our ethos is to build on the belief that relationships, trust and belonging come first. We understand that behaviour is a form of communication.

Our ethos is underpinned by:

- Trauma informed care.
- Relational practice
- Restorative approach
- Unconditional positive regard.
- Whole-child development.
- Repair and readiness.

Leadership and Management

- Overall responsibility for the strategic management and operational activity of the Academy
- To provide enthusiastic, innovative and consistent leadership to the Academy and its leadership team
- To work positively with the community to ensure the best possible outcomes for students
- Implement rigorous and sustainable policies and strategies in order to transform the outcomes for students at the Academy
- To ensure vocational development that students are healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal well-being once they leave the Academy
- To develop the reputation of the Academy, locally, regionally and nationally
- Act as an ex-officio member of the Local Academy Council

Teaching, Learning and Standards

- Ensure that the school provides an engaging, enjoyable, practical and relevant education for all students
- Provide an innovative curriculum with an associated enrichment programme to allow for collaborative working and ensure that this curriculum delivery is translated into effective learning and assessment practice.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.

Parallel Learning Trust
c/o Wandle Valley Academy
Welbeck Road
Carshalton
SM5 1LW

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- Ensure that high quality provision is available to all students so that they all make progress and attain all that they are capable of regardless of their starting points.
- Develop a caring, aspirational, challenging and inspirational educational setting where students feel safe and confident and can attain their maximum educational outcomes

Pupils and Staff

- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality by instilling in all staff a strong sense of accountability for the impact of their work on the outcomes of all pupils.
- To secure excellent teaching by sound analysis and understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- To maintain a culture of shared best practice as a basis for effective teaching within and between schools, drawing on and conducting relevant research and robust data analysis.
- To identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- To hold all staff to account for their professional conduct and practice.

Deputy Designated Safeguarding Lead Responsibilities

- To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Be familiar with, understand and apply the school's Child Protection Policy appropriately.
- Refer cases (or support staff making referrals)
 - of suspected abuse to the local authority children's social care
 - where there is a radicalisation concern to the Channel programme.
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Provide cover for the Designated Safeguarding Lead as required.

Communication and Consultation

- Develop effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders
- Coordinate the student's transitions to further and higher education and reintegration into main stream secondary schools to ensure smooth transitions and continuity of learning. This includes working effectively with Southend LA and representing the school at a local and regional level at professional organisations and bodies
- Regularly and effectively communicate the progress of each student's progress and attainment to all relevant stakeholders
- Work with the CEO to provide information on all relevant aspects of the school, its progress and intended development.
- Attend AC meetings and provide a Head of School report for each of those meetings.
- Manage regular and additional SLT meeting to ensure a cohesive team across all sites and provisions.

Finance, Resources and Systems

- Ensure that all the activities of the Academy are conducted in accordance with all legal requirements and regulations. That policies and procedures are consistent with "best practice" and recognised codes of probity.
- Develop and implement a performance management framework for the delivery of high quality services through high quality performance.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- To work with finance staff to plan and manage budgets for the academy.

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with PLT's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To be aware of, and to comply with, The Nolan Principles.

Pastoral Support

- Ensuring the maintenance of good behaviour in line with school procedures and policy at all times during the school day
- Promoting the ethos of the school ensuring that all are treated with justice, equality and respect

Data Protection

- To be aware of the PLT's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
- To maintain client records and archive systems, in accordance with the schools' procedures, policy and statutory requirements.

Confidentiality

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the schools' databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- To ensure that all Academies demonstrate a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. To implement the expectation that all employees understand, comply with and promote Trust policies in their own work, undertake appropriate training and challenge racism and discrimination.

Health and Safety

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Safeguarding

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Signed: Post-holder

Dated:

Signed: CEO

Dated:

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PERSON SPECIFICATION

	Criteria	Essential/ Desirable
A	Experience	
	An existing or aspiring Leader within a secondary special school setting (Alternative Provision , PRU, SEMH)	E
	An ability to drive and deliver rapid transformational and cultural change often in challenging circumstances	E
	Proven record of the effective implementation of and commitment to equal opportunities policies	E
	Proven experience in an alternative provision setting for excluded children	D
	Experience in managing or leading SEN settings either specialist or resource base	E
	Ofsted inspector	D
B	Leadership Skills	
	An innovative leader, with a clear understanding of education opportunities and how it can be translated into practical reality	E
	An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the Academy	E
	An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community which the Academy serves	E
	Someone with the ability to build a sustainable workforce of high quality staff and leaders	E
	An enthusiastic and motivational leader with strong morale building skills	E
C	Knowledge and Abilities	
	A clear understanding of what constitutes a good school and what needs to be done to make it outstanding	E
	A deep knowledge and clear understanding of educational legislation, new innovation and developments	D
	The ability to work flexibly and sensitively with staff from a wide variety of disciplines, to ensure that learners continue to have access to a broad and balanced curriculum	D
	Strong understanding and commitment to Safeguarding and Child Protection	E
	Physical ability to perform the duties of the post with aids and adaptations as required	D
	Ability and willingness to work in a variety of venues	D
D	Communication Skills	

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	Criteria	Essential/ Desirable
	A commitment to working positively with all stakeholders and partners	E
	An excellent communicator who is at ease with all stakeholders but particularly students and parents	E
	Someone who has very strong negotiation skills and the ability to influence others to the benefit of the Academy	D
E	Management of finance, personnel and resources	Essential/ Desirable
	A proven ability to successfully manage all resources effectively	D
	The ability to motivate staff to ensure high performance	E
	The ability to translate a visionary /innovative concept into a practical implementation plan	D
F	Qualifications	
	Qualified Teacher Status	E
	CPI or equivalent trained	D
	Level 3 safeguarding trained (DSL)	E
	NPQH	D
	NPQEL	D
G	Personal Attributes	
	Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner	E
	A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters	E
	A strong commitment to personal development for all staff including themselves	E
	Appropriate sense of humour	E
	Glass half-full outlook on life.	D



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