

Fellside School

Job Description

POST TITLE: HEAD OF EDUCATION

Role: To provide leadership for the development and provision of effective, high quality teaching and learning.

Salary: L6 – L10

Responsible to: The Principal

GENERAL REQUIREMENTS

1 Strategic Direction and Development of the School

- 1.1 To provide inspiring and purposeful leadership for the staff and pupils.
- 1.2 To monitor and evaluate the performance of the school and respond and report to the Principal as required.
- 1.3 To ensure that management, finances, organisation and administration of the school support its vision and aims.
- 1.4 To lead the staff team in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.5 To assume responsibility for the discharge of the Principal's functions at any time when he is absent from school.
- 1.6 To ensure that the day-to-day running of the school is organised and effective.
- 1.7 In conjunction with the Senior Management Team (Administrator, Therapeutic Services Manager and Residential Manager), the Head of Education will have responsibility for the selection and assessment of pupils to the school and ensuring their smooth admission into school.

2 Teaching and Learning

- 2.1 To ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.2 To involve pupils in the evaluation of their performances.
- 2.3 To ensure that pupils have the opportunity to gain accreditation for their learning, especially in Key Stage 4.
- 2.4 To monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils in the school.
- 2.5 To participate to such an extent as may be appropriate in the teaching of pupils in the school.

- 2.6 To develop effective links with the community, including local schools, colleges, business and industry, to extend the curriculum and enhance teaching and learning.
- 2.7 To identify and determine, in consultation with other staff where necessary, a curriculum relevant to the needs of all pupils and, where appropriate, allocate curricular responsibilities to teaching staff.
- 2.8 in conjunction with the Registered Manager, to ensure the implementation of a policy for the residential/pastoral care of the pupils. To ensure that the physical, social, emotional and behavioural needs of the children are met through the extended curriculum, with a consistent staff approach and good communication and liaison between all members of staff.

3 Leading and Managing Staff

- 3.1 To participate in the recruitment and selection of teaching and support staff.
- 3.2 To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.3 To lead, co-ordinate and monitor the continuing professional development of teaching staff.
- 3.4 To arrange for a senior, or suitable person, to assume responsibility for the discharge of the Head of Education's function at any time when absent from school.
- 3.5 To implement Performance Management to support and develop excellent classroom practice, provide quality assurance and delivery and raise staff expectations.
- 3.6 In conjunction with the Senior Management Team, to co-ordinate the induction of new staff in the procedures, practices, expectations and ethos of TheSPACE.

4 Efficient and Effective Deployment of Staff and Resources

- 4.1 To ensure that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation, is reported promptly.
- 4.2 To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- 4.3 To ensure that appropriate arrangements are made for the safety and well-being of pupils when they are being educated off site.
- 4.4 To provide an attractive environment that stimulates learning and enhances the appearance and expresses the identity of the school.
- 4.5 To plan the delivery of learning and the curriculum, adopting innovative approaches where possible.
- 4.6 To ensure that the school's Equal Opportunities and Race Equality Policies are implemented in the classroom and throughout the school.

5 Accountability

- 5.1 To create and develop an organisation in which all the teaching staff recognise that they are accountable for the success of the school.

- 5.2 To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including the Principal, Local Authorities, the local community, Ofsted and others, to enable them to play their part effectively.
- 5.3 To ensure that parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- 5.4 To maintain appropriate records.
- 5.5 To carry out any such duties as may be reasonably required by the Principal.
- 5.6 To contribute and co-operate with other professional agencies as appropriate to the needs of the children.
- 5.7 To ensure collation and completion of statutory Annual Reviews, LAC Reviews and Reports to parents.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.