

Role Profile – HEAD TEACHER	
Role Purpose	
To lead and manage the team to provide special needs learning to achieve the best outcomes and provide a safe and secure environment for all, whilst adhering to regulatory, quality and Divisional standards at all times.	
Key Accountabilities	Key Measures of Success
<p>1. Maintain the highest levels of health, wellbeing and safeguarding of individuals within the school</p> <ul style="list-style-type: none"> • Maintain DfE registered accountability for the school • Effective implementation of safeguarding policy and adherence to this by all colleagues • Manage the school implementation and adherence to quality assurance practices to meet standards across the spectrum of recruitment, reporting, documentation, compliance, Health and Safety, visits, curriculum, whistle blowing etc • Manage any improvement notices through to resolution • Enable the individual to fulfil their potential through structured learning and wellbeing interventions that are relevant to their needs • Make appropriate referrals to relevant safeguarding agencies • Manage the induction of new pupils to the school • Manage all risk assessments, ensuring actions and reporting are conducted accurately and on time • Ensure individual education plans are accurate and up to date • Manage any placement plans, building relationships and gaining best outcome agreements with appropriate external bodies • Ensure transition plans (joining and leaving the school) are created and all detailed actions are completed before transition takes place • Monitor and review all reports, plans and documents on an individual pupil basis • Agree and manage referral requests in the best interest of the pupil, the school and the division <p>2. Ensure the quality delivery of teaching and learning standards for the school</p> <ul style="list-style-type: none"> • Ensure all OfSTED outcomes for the school of schools are owned and actioned • Ensure the culture, ethos and working practices of the school is aligned with the organisational and divisional values • Ensure that pupil's spiritual, moral, social and cultural development needs are met within the school • Analyse pupil outcome progression, focussing and driving improvements and celebrating successes • Monitor and review pupil attendance levels, analyse causes and triggers, and ensure strategies are put in place • Manage, monitor and review standards through observations, ensuring all actions are taken 	<p>1. Maintain the highest levels of health, wellbeing and safeguarding of individuals within the school</p> <ul style="list-style-type: none"> • All policies and procedures are adhered to, meeting LSCB standards • 100% compliance on internal audits • All improvement notices are resolved within agreed timescales • Positive feedback from pupil, parent and staff • All plans are in place within agreed timescales • All records and plans are accurate and up to date at all times <p>2. Ensure the quality delivery of teaching and learning standards for the school</p> <ul style="list-style-type: none"> • Termly reports are completed to required standards within agreed timescales • All lesson observations, moderation, work scrutiny and learning walks are completed to agreed standards and timescales • School review reports improvement on targeted areas • All key pupil metrics show improvement and/or meet expectations: <ul style="list-style-type: none"> • Individual pupil progression targets • Pupil attendance • RPIs • NEETS pupil leavers are at targeted levels • Positive pupil, parent and staff feedback on environment

<ul style="list-style-type: none"> • Oversee the delivery of reviews ensuring these drive the best outcomes for pupils • Oversee curriculum and timetabling of activities to achieve the best outcomes for pupils • Ensure the physical environment is appropriate and conducive to the highest standards of education • Identify improvements needed and put in steps to address these • Manage and monitor complaints and responses effectively <p>3. Manage and develop the high performance of the school to achieve outstanding levels of SEN provision</p> <ul style="list-style-type: none"> • Manage the team against agreed performance targets and expectations • Ensure that colleagues are appropriately trained, skilled and qualified to conduct learning activities • Ensure accurate and timely performance management/appraisal and development of the team • Provide challenge, feedback and guidance on sustaining and maintaining teaching and learning standards • Ensure talent is identified, deploying strengths and expertise within the school • Coach and develop the team to maximise their performance and potential and work effectively together to deliver the best outcomes • Identify talent and potential within the team, making recommendations for succession and further development opportunities • Manage and reward performance in line with set reward, recognition and consequence management framework • Effective management of staffing levels to meet the needs of the pupils • Contribute to and implement recruitment standards and practices • Identify and recommend future recruitment needs • Ensure that effective recruitment and induction of new colleagues is delivered on time <p>4. Lead the provision of a commercially viable school without compromising on quality</p> <ul style="list-style-type: none"> • Contribute to budget creation year on year • Manage the school in line with allocated budget • Provide forecasting of projected spend • Maintain relationships and leverage own networks through effective communication and promotion of the school and the division • Identify, recommend and maximise opportunities to promote and develop the school brand and reputation • Create and maintain a transparent relationships with all regulatory, Local Authority and commissioning bodies • Evaluate and analyse trends and patterns to drive continuous improvement 	<ul style="list-style-type: none"> • All complaints are responded to within agreed timescales • OfSTED judgements of at least good or outstanding for the school <p>3. Manage and develop the high performance of the school to achieve outstanding levels of SEN provision</p> <ul style="list-style-type: none"> • All key people metrics improve: <ul style="list-style-type: none"> • Staff retention • Staff attendance • Disciplinary and Grievances • 100% of colleagues have Performance Management/Supervision in line with school improvement plan • Engagement survey scores • Succession plan agreed and delivered within agreed timescales • All recruitment and induction standards are adhered to • Resource levels are at appropriate level <p>4. Lead the performance of a commercially viable school without compromising on quality</p> <ul style="list-style-type: none"> • Budget requirements are met • Revenue target is achieved • 100% reporting is accurate and delivered on time • Placements are at targeted level
---	--

<p>5. Own and ensure delivery of fully compliant and accurate records and administration in line with regulatory requirements and standards</p> <ul style="list-style-type: none"> • Oversee, manage, update and implement divisional and regulatory policies • Ensure that all records and reports are accurate and up to date • Ensure that all legislation and regulation requirements are adhered to • Manage all inspection and audit requirements for the school • Ensure that all incidents are managed to conclusion effectively and timely • Ensure that all Health and Safety, safeguarding requirements are met • Ensure all notifications are reported and actioned in line with regulatory and legislative requirements • Manage the timely response to all regulatory requests • Complete regulatory monthly reports in line with the agreed governance process 	<p>5. Own and ensure delivery of fully compliant and accurate records and administration in line with regulatory requirements and standards</p> <ul style="list-style-type: none"> • All governance, SIEF and improvement actions are delivered within agreed timescales • All audits are fully prepared for on time • 100% of records are accurate and up to date • 100% of incidents are managed to conclusion within agreed timescales • 100% of notifications are reported in line with requirements • 100% of regulatory reports are completed to standard within agreed timescales
<p>Enablers to the Role (Skills, Knowledge, Experience)</p> <ul style="list-style-type: none"> ▪ Degree educated ▪ QTS certified ▪ Experience of working and teaching in an SEN environment ▪ Excellent working knowledge of Quality Assurance and Budget Management in a safeguarding environment ▪ Experience of operating at a management level ▪ Experience of leading and managing the performance of others ▪ Proven track record in managing and delivering against OFSTED improvement plans ▪ Good understanding of curriculum issues and actions needed to drive improvement ▪ Ability to plan activities and resources to meet needs (short and medium term) ▪ Excellent communication (written and verbal) skills ▪ High levels of resilience and flexibility ▪ Ability to work as part of a team and on own initiative ▪ Genuine passion and enthusiasm for young people with special needs ▪ High attention to detail 	