

## **GARTH HILL COLLEGE JOB DESCRIPTION**

**POST:** HEAD OF RISE@GHC  
**RESPONSIBLE TO:** ASSISTANT PRINCIPAL (Head of School of Supported Learning)  
**SALARY:** LEADERSHIP GROUP L12 - L16

**REPORTING TO:** Assistant Principal (Head of School of Supported Learning)

**LINE:** Deputy Head of Centre (Deputy SENDCo), FSA, Lead Practitioner, EHCP and Therapies Coordinator

**RESPONSIBLE FOR:** Centre educational staff: Deputy SENDCo Rise@GHC, SEND Lead Practitioner, EHCP and Therapies Coordinator, SEND Teachers, Senior Teaching Assistants and Senior Higher Level Teaching Assistants and other specified personnel within the resource. NB: operationally responsible for site and administrative staff working at Rise@GHC, but normal line management will apply.

### **SUMMARY JOB PURPOSE:**

*To provide strategic leadership and management of Rise@GHC; be responsible for the day-to-day operation and the delivery of the high quality educational provision to all pupils at the centre.*

### **MAIN RESPONSIBILITIES**

- 1 To be responsible for the strategic and day-to-day operation of Rise@GHC, act as a positive role model and develop and empower staff to ensure a strong culture of learning and success at Rise@GHC.
- 2 To set and employ rigorous and exacting standards that will drive the improvement in standards at Rise@GHC, taking swift and effective action to address any underperformance or issues.
- 3 To effectively plan, monitor, review and evaluate provision to ensure continuous improvement in line with the College's quality assurance and development (QUAD) procedures, including the setting and implementation of the Rise@GHC Development Plan and associated targets.
- 4 Effectively direct the work of the Rise@GHC leadership team (eg. Deputy SENDCo, SEND Lead Practitioner) setting out plans and monitoring and evaluating performance as part of appraisal.
- 5 Be responsible for the business planning function of Rise@GHC, including the effective management, development and deployment of resources.
- 6 To effectively empower and develop others to secure excellence in all areas of provision, ensure staff development needs are identified and appropriate CPD designed to meet such needs.
- 7 To manage appraisal arrangement for centre staff as appropriate, and to supervise and induct new staff, including participation in the College's ITT programme.
- 8 To keep up-to-date with the latest specialist research with particular regard for the specialist nature of the work of Rise@GHC, planning and developing as required and providing leading CPD guidance and support to other professionals as appropriate.
- 9 To model and share excellent practice.
- 10 To lead the development of a coherently planned, highly ambitious and demanding curriculum, schemes of work, marking and assessment policies at Rise@GHC.
- 11 To ensure teaching is consistently highly effective in delivering the centre's ambitious and demanding curriculum for Rise@GHC learners.
- 12 To ensure that learning spaces are stimulating and engaging appropriate to the specialist setting.
- 13 To provide an appropriate programme of wider education for all pupils/students attending Rise@GHC at the centre, the mainstream College and through trips and visits.

- 14 To lead the process of the setting of SEND and Inclusion targets and to work towards their achievement.
- 15 To actively monitor pupil/student progress, including attendance, participation, learning, progress, behaviours and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 16 To ensure the maintenance of accurate and up-to-date information, including personal details, concerning the work of the team and pupils/students on the management information system.
- 17 To ensure the production of pupil/student reporting to a high standard in accordance with College policy.
- 18 To organise public examination entries with the Examination Officer and maintain accreditation with the relevant examination and validating bodies.
- 19 To ensure a highly positive culture, ethos and vision exists at Rise@GHC that is shared and accepted by all members of the Rise@GHC and wider college community.
- 20 To champion the rights of all pupils and their parents/carers, ensure effective communication and the building of highly positive relationships with all pupils and parents/carers to maximise engagement.
- 21 To liaise with a range of professionals, multi-agencies and other external bodies as required, and support the development of effective SEN and Inclusion links with partner schools and the community, promoting the work of Rise@GHC effectively at liaison and showcase events in College and the wider community.
- 22 To represent the Rise@GHC team's views and interests and liaise with the Leadership Group in matters concerning Rise@GHC, jointly representing SOSL at College meetings as appropriate, including CLG.
- 23 To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students at Rise@GHC play a full part in the life of the College too.
- 24 Act as a positive role model to all other stakeholders in the College community in line with the Nolan principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- 25 To provide the Principal and Governing Body with relevant information on the performance of Rise@GHC. Including the production of precise and accurate self-evaluation that is formative and contributes significantly to the improvement of Rise@GHC and the College overall.
- 26 To implement, monitor and actively promote all College policies adjusting as appropriate for the specialist SEND setting and to ensure that Health & Safety policies and practices, including risk assessments, throughout the Rise@GHC centre are in-line with national requirements and are updated where necessary, liaising with the College's Health & Safety Manager.
- 27 To undertake any other tasks as directed by the Principal.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

#### **NOTES**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. As a member of the Leadership Group this post is not subject to directed time limitations attached to other teaching positions outlined in the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Employee

