

Aurora

Job Description

	Headteacher
Reporting to:	Operations Director
Location:	

Main Purpose

The Head Teacher is ultimately accountable for all areas of operational and educational performance within a specialist school for children with an EHCP. The scope of the role will vary depending upon the specific student population's needs and the type of school.

Key Accountabilities

As the school leader you will ensure that the needs of the students are met, in the most appropriate manner and to the highest standards. You will ensure the school operates safely and in line with health and safety requirements, ensure children are robustly safeguarded, enabled to achieve and transition to successful destinations. You will work with families and local authorities to build strong positive relationships which support success. You will also be responsible for the commercial and financial success of the school, managing budgets and ensuring the school achieves budgetary targets. You will also support growth and development where there is opportunity to do so. This is achieved through the competent management of all relationships with stakeholders and through strong leadership and development of the staff team to deliver all requirements of an exemplary school.

Key Duties

Develop a cohesive and integrated vision and strategy for the school in line with The Aurora Way achieving and maintaining status as an outstanding school, striving to secure continued development.

- Maintain the SEF and SDP as key working documents that provide focus.
- Lead and support staff in working together as a cohesive, dynamic and harmonious team. Encourage everyone to make a contribution to Aurora and the students' outcomes, regardless of whether we are working directly with the students or not.
- Lead staff in creating enabling learning environments for students to have the opportunities to grow in their own unique and inspiring way.
- Work in an interdisciplinary manner bringing together education, care, therapy and support services; developing innovative new approaches which will lead to the catalyst for change, helping to unlock the potential within each student and enabling each element of what we do to come together to create something spectacular.
- Actively engage with School Improvement Partners (SIPs), Quality and Compliance colleagues and others to take on board feedback and constantly seek improvements.
- Report to governance termly and as required regarding the schools progress against sef/sdp and young people's journey, ensuring quality and safety standards are being met.
- Respond to and manage any concerns/complaints via the company policy.
- Develop strategic relationships with partner agencies which will benefit the school, our young people, community and wider SEN agenda.
- Successful management of budgets, ensuring commercial success through achievement of referral targets and management of staff and non staff costs.

Outstanding Quality and Compliance

- Ensure the School exceeds the Standards and meets all Regulations.
- Ensure there is an appropriately trained and identified designated person for Safeguarding and that all staff comply with all policies and procedures.
- Ensure the Health, Safety and welfare of students, staff and visitors is safeguarded.

Aurora

- Carry out ongoing quality assurance audits and measures in all aspects of the school and take appropriate action when required.
- Carry out appropriate and regular quality assurance audits within the remit of Teaching, Learning and Assessment, including conducting regular lesson observations.
- Ensure that all recording, monitoring and evaluation procedures are in place and carried out effectively.

Enabling Students to Achieve

- Develop and enhance the ability of each individual to have dignity and exercise personal choice.
- Offer an environment which is safe, stimulating, creative, challenging and fun.
- Apply approaches to teaching and learning that are proven to be effective.
- Provide pupils with the most appropriate means of mobility, communication and self-expression.
- Ensure the continuity, progress and development of pupils in the school including the use of appropriate evidence.
- Develop and implement a school curriculum (including policy and supporting information) and ensure the curriculum is designed to meet the objectives of the individual needs identified in Statements of Special Educational Needs (SEN)/ Education, Health and Care Plans (EHCPs).
- Ensure the curriculum provision fulfils the vision of The Aurora Group, empowering uniqueness and encouraging students to grow and achieve.
- Ensure that the planning, programming, delivery and assessment of learning is holistic including the provision of Spiritual Moral Social and Cultural (SMSC) experiences and the promotion of British Values.
- Ensure the curriculum supports students in making successful transitions into the next phase of their education, training or employment including the acquisition of appropriate qualifications.
- Ensure staff develop and implement individualised plans that meet the holistic needs of each student and support them to achieve their potential and be able to clearly demonstrate and identify progress.
- Ensure that all measures possible are taken to make placements successful including working with specialists and stakeholders to provide cohesive support.

Management of School Staff Team

- Ensure all staff are encouraged to believe in the ethos of The Aurora Group and to behave in a manner that supports our core values.
- Ensure that staff know how they contribute to success.
- Ensure the staff team are recruited, developed and retained through positive employee engagement, demonstrating a fairness, consistency and celebration of contributions.
- Facilitate the provision of opportunities for continued professional development and career progression.
- Ensure training and development needs from induction through to succession planning are identified.
- Work with central services colleagues in Learning and Development and Human Resources (HR) to enable needs to be met, including developmental as well as mandatory training requirements.
- Devolve leadership whilst evaluating the quality of the work undertaken by all staff through the implementation of appropriate methods.
- Ensure there are effective lines and means of communicating across all functions and levels within the school enabling everyone to remain informed and current with issues, activities and successes.

The School Resources and Site

- Work with Central Estates, Facilities and Procurement as well as on-site maintenance, to oversee the site, buildings and resources/ equipment, ensuring efficient and effective use whilst ensuring Health and Safety and Risks are well managed. Ensure the overall impact and impression of the site for students, staff and visitors is positive.

Communication and Relationships

- Establish and maintain systems which ensure continuing positive contact between students, their families and the School.

Aurora

- Ensure that all visitors to the school are treated respectfully, suitably checked for identity, signed in correctly and are accompanied as appropriate.
 - Ensure visitors are provided with the relevant information to assist their safety and to support the safeguarding of all.
 - Work with central services and the marketing and communications colleagues to develop positive relationships and reputation with local press, Local Authorities and other agencies to ensure the school receives positive press and is able to celebrate success, keeping the local community informed.
 - Ensure that the Risk Register is updated weekly and any issues of risk are escalated according to policy and procedure in a timely manner.
- Ensure that all communication with outside agencies is dealt with promptly and professionally.

Knowledge, Skills and Experience

- Appropriate experience as a member of a Senior Management Team within a specialist school
- To hold or willing to study towards NPQH.
- Experience of teaching relevant SEN pupils
- Experience of setting whole school targets and monitoring performance in order to raise pupil achievement
- Evidence of participation in the development of the curriculum
- Experience of leading a school as a head, deputy, assistant head or acting head
- Experience in developing use of IEPs and assessment
- Experience of developing the curriculum to include life and independence skills
- School Development Planning
- Self-evaluation and monitoring
- Experience of developments relating to assessment
- Staff management skills
- Understanding and knowledge of budget issues
- Knowledge and understanding of SLD and ASD issues
- Up to date knowledge of local and national government initiatives and legislation
- Good ICT skills
- Relevant experience of HR issues
- Involvement in preparation of a SEF and engaging with an Ofsted inspection
- Involvement in post Ofsted action planning
- Premises management
- Use of a Learning Platform
- Excellent communication skills
- Positive and proactive leadership qualities
- Ability to relate to people at all levels
- Empathetic and understanding approach
- Ability to set targets, meet deadlines and work under pressure
- Enthusiastic team approach to management
- Adaptable and versatile approach
- Flexibility, enthusiasm to embrace change

Requirements of Role

- The role may require participation in physical intervention and personal care routines. As Head of Education, dependent on the number of children in the school, there may be an expectation to teach. This gives an opportunity to lead practice and develop teaching.
- To carry out any other duties as reasonable and appropriate to the role, as directed by senior leaders within The Aurora Group. This may include working at other locations, attending meetings off-site.

Additional Information

Aurora

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.