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| **Job Description*:* HEAD OF SCHOOL**  Responsible to: GOVERNING BODY  Prepared Date: 4TH FEBRUARY 2021 | |
| Summary of the Role: | To provide leadership for The Royal School for the Blind, Liverpool in accordance with the vision and values and strategy on behalf of the Trustees and Governors ensuring our pupils are safe and inspired to achieve and that their best interests are paramount. |
| Responsible for: | Responsible for: Head of School for The Royal School for the Blind, Liverpool which is a division of The Royal School for the Blind Charity, Liverpool.  Directly reports to: The Governing Body  External relationships: Local Authorities and professional organisations, Ofsted, Department for Education |
| Main duties and responsibilities: | **Key responsibilities**  **Leadership and Management**   * Lead the development, evaluation and implementation of agreed strategic and operational plans for the School * Ensure the vision for the School is articulated, shared, understood and acted upon * Support the Governing Body in the fulfilment of their responsibilities * Lead the Senior Leadership team within the school and support and advise colleagues * Maintain a high profile with staff and pupils and interact directly with them * Develop and ensure School policies and practice are in line with vision and values, strategy, best practice, legal and national requirements * Secure support and input from key stakeholders – internal and external - to the vision and direction of the School * Ensure that pupils’ best interests and safety are the driving force behind all school practices * Ensure that pupils are inspired and supported to achieve their potential * Actively promote the School and its interests to Local Authorities and relevant external educational and care organisations, including government and legislators * Challenge under-performance in all spheres of the School and ensure corrective action is taken and followed through * Monitor and evaluate the School’s performance and report to the Governing Body as required * Ensure the School’s human, financial, physical and technical resources are managed effectively to deliver an efficient and safe living, working and learning environment for all. * Work in partnership with the lead staff across the Charity remit.   **Teaching and Learning**   * Ensure a consistent and school-wide culture of focus on pupils’ achievement, monitor it and encourage a belief in continuous improvement * Articulate and inspire staff and pupils to have high expectations and to aspire to achieve * Ensure individual pupil’s educational and special needs are assessed and that their interests are met through provision of the appropriate environment, engagement and support * Ensure a calm positive atmosphere in which pupils have the maximum opportunity to achieve their goalsalongside a high standard of behaviour. * Lead and assist staff in providing pupils with the widest range of experiences, broadening their personal horizons and range of possible options * Ensure that an appropriate curriculum and timetable is devised to meet the needs of each pupil * Identify and encourage best practice and monitor staff performance on a regular and transparent basis. Challenge and actively remedy under-performance as required * Encourage a culture of continuous improvement   **Pupil welfare and safeguarding**   * Ensure that the School’s obligations to protect and promote the safety and well-being of pupils are met or exceeded and that they all feel safe and cared for * Ensure that pupils’ health and care needs are assessed and supported by appropriately trained and qualified staff * Ensure that the welfare of pupils is monitored and prepare regular reports to governors as required and to liaise and communicate with parents, carers, education, health and social care agencies * Ensure that residential pupils’ needs are met with an appropriately supportive environment and that suitably trained staff are available at all times * Ensure that all staff are properly appointed and monitored in accordance with School policies and legal requirements   **Staff management and development**   * Nurture and support the school senior leadership team so that all staff are supported in helping pupils achieve their full potential. * Create an atmosphere of positivity and trust where all staff are valued and respected * Promote an ethos that means initiative, innovation, creativity and collaboration are encouraged and recognised in staff and pupils alike * Develop, implement and monitor rigorous procedures for staff induction, performance reviews, professional development and training * Ensure that staff are appropriately qualified and or suitably trained and supported in order to fulfil School strategy and professional expectations * Ensure that there are suitable channels and forums where school strategy and issues can be discussed on a regular basis by and with senior leadership * Support staff in professional development and career progression and ensure up-to-date succession planning at all times * Ensure that staff have appropriate training and skills around the use of equipment and technology and encourage additional development opportunities * Monitor staff morale and attitudes and respond accordingly in a timely fashion * Ensure all staff have a detailed job description and are aware of their specific responsibilities and that their aspirations are recorded and where possible met * Ensure that the School actively complies with all Equal Opportunities laws and protocols * Work closely with the Head of Care to build on and promote existing residential provision.   **External relations**   * Ensure that parents and carers are consulted on a regular basis to ensure the welfare of pupils * Monitor and ensure that the appropriate professionals are involved with cared-for pupils * Ensure that appropriate channels and procedures are in place to allow parents and carers to make enquiries of staff, particularly in cases in of emergency * Act as an ambassador and spokesperson for the School at all times * Ensure stakeholders are kept well-informed about School plans and support activities * Ensure that the School website, social media and marketing materials are up to date and used appropriately to engage and inform current and potential School users * Ensure that the School is well-promoted as part of the Local Offer * Support the School’s position as a leader in the training and guidance of Multiply Disabled Visual Impairment (MDVI) special needs education professionals   **Financial, business and legal**   * With the Head of Finance and Administration, work collaboratively to deliver the School Budget * Ensure that the School operates efficiently and effectively delivering good value and meeting all legal requirements * Oversee the process of pupil referrals, assessment and admissions to the School * Ensure that appropriate contractual arrangements are in place with EFA and LAs * Manage all School’s involvement relating to SEND and Tribunal appeals and ensure appropriate level representation * With the Head of Finance and Administration, report to the Governors on School performance in these areas   **Development**   * Continuously monitor pupils’, staff and School performance and identify opportunities to improve and exceed expectations * Actively promote and build upon the School’s reputation as a Centre of Excellence for MDVI pupils. * Identify personal and professional development opportunities and agree these with the Chair of Governors and external reviewer |
|  | In addition, the Head of School may be required to undertake other duties as directed by the Governing Body.  Safeguarding: We consider safeguarding as our highest priority and have a safeguarding culture. The Successful candidate will be subject to safer recruitment pre-employment checks including Enhanced DBS and 3 satisfactory references. References will be taken up after shortlisting but before interviews. |