

| Role Profile          |   |                |                                    |
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| Role Description      | Head Teacher (Day School) Kestrel House | Function       | Education<br>Autism Quality        |
| Direct Reports        | Deputy Head Teacher                     | Reporting To   | Assistant Director of<br>Education |
| Budget Responsibility |   | Role Level     |                                    |
|                       |   | Role Reference | HTDS1                              |

| Role Purpose  |  |
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| 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 Acorn standards at all times.  |  |
| Key Accountabilities  | Key Measures of Success  |
| <p><b>1. Ensure the quality delivery of teaching and learning standards for the school</b></p> <ul style="list-style-type: none"> <li>Define and set the culture of the school that is aligned with the organisational values</li> <li>Manage, monitor and review standards through observations, ensuring all actions are taken</li> <li>Identify improvements needed and put in steps to address these</li> <li>Ensure that colleagues are appropriately trained, skilled and qualified to conduct learning activities</li> <li>Ensure accurate and timely performance management/appraisal and development of the team</li> <li>Provide challenge, feedback and guidance on sustaining and maintaining teaching and learning standards</li> <li>Ensure talent is identified, deploying strengths and expertise within the school</li> <li>Coach and develop the team to maximise their performance and potential and work effectively together to deliver the best outcomes</li> <li>Manage and monitor complaints and responses effectively</li> </ul> <p><b>2. Manage and monitor resources and environment to ensure they are fit for purpose to meet the needs of pupils</b></p> <ul style="list-style-type: none"> <li>Effective management of staffing levels to meet the needs of the pupils</li> <li>Contribute to and execute recruitment standards and practices</li> <li>Identify and recommend future recruitment needs</li> <li>Ensure that effective recruitment and induction of new colleagues is delivered on time</li> <li>Identify single points of failure and make recommendations to address these</li> <li>Oversee curriculum and timetabling of activities to achieve the best outcomes for pupils</li> <li>Ensure the physical environment is appropriate and conducive to the highest standards of care and education</li> </ul> | <p><b>1. Ensure the quality delivery of teaching and learning standards for the school</b></p> <ul style="list-style-type: none"> <li>Regulatory and quality standards are at good or above</li> <li>All colleagues are appropriately trained with agreed timescales</li> <li>Continual professional development (CPD) of all colleagues is at agreed levels</li> <li>All colleagues have performance appraisals and supervisions in line with organisational standards and timelines</li> <li>All new colleagues have effective induction and on boarding</li> <li>Colleague retention and attendance is at targeted level</li> <li>All complaints are responded to within agreed timescales</li> </ul> <p><b>2. Manage and monitor resources and environment to ensure they are fit for purpose to meet the needs of pupils</b></p> <ul style="list-style-type: none"> <li>Pupil targeted outcomes are achieved within agreed timescales</li> <li>All recruitment and induction standards are adhered to</li> <li>Resource levels are at appropriate level</li> <li>School environment is fit for purpose</li> </ul> |

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| <p><b>3. Maintain the highest levels of health, wellbeing and safeguarding of individuals within the school</b></p> <ul style="list-style-type: none"> <li>• Effective implementation of safeguarding policy and adherence to this by all colleagues</li> <li>• Manage any improvement notices through to resolution</li> <li>• Enable the individual to fulfil their potential through structured learning and wellbeing interventions that are relevant to their needs</li> <li>• Make appropriate referrals to relevant safeguarding agencies</li> <li>• Manage the induction of new pupils to the school</li> <li>• Manage all risk assessments, ensuring actions and reporting are conducted accurately and on time</li> <li>• Ensure individual education plans are accurate and up to date</li> <li>• Manage any placement plans, building relationships and gaining best outcome agreements with appropriate external bodies</li> <li>• Ensure transition plans (joining and leaving the school) are created and all detailed actions are completed before transition takes place</li> <li>• Monitor and review all reports, plans and documents on an individual pupil basis</li> <li>• Agree and manage referral requests in the best interest of the pupil, the school and Acorn</li> </ul> <p><b>4. Lead the performance and outcomes of a commercially viable school delivering quality care and education</b></p> <ul style="list-style-type: none"> <li>• Oversee, manage and update organisational policies</li> <li>• Contribute to budget creation year on year</li> <li>• Manage the school in line with allocated budget</li> <li>• Provide forecasting of projected spend</li> <li>• Manage and follow up on bad debtors</li> <li>• Identify key relationships both internally and externally</li> <li>• Maintain relationships through effective communication and promotion of the school and Acorn</li> <li>• Identify and maximise opportunities to promote and develop the school brand and reputation</li> <li>• Create and maintain a transparent relationship with all regulatory, Local Authority and commissioning bodies</li> <li>• Oversee the delivery of reviews ensuring these drive the best outcomes for pupils</li> <li>• Evaluate and analyse trends and patterns to drive continuous improvement</li> <li>• Monitor and review pupil attendance levels,</li> </ul> | <p><b>3. Maintain the highest levels of health, wellbeing and safeguarding of individuals within the school</b></p> <ul style="list-style-type: none"> <li>• Positive feedback received from all parties</li> <li>• 100% compliance internal audits</li> <li>• All improvement notices are resolved within agreed timescales</li> <li>• All plans are in place within agreed timescales</li> <li>• All records and plans are accurate and up to date at all times</li> <li>• Referral decisions are made in line with guidelines and information</li> <li>• Placements are at targeted level</li> <li>• NEATS pupil leavers are at targeted levels</li> <li>• Individual progression and feedback levels are achieved</li> </ul> <p><b>4. Lead the performance and outcomes of a commercially viable school delivering quality care and education</b></p> <ul style="list-style-type: none"> <li>• Policies are up to date and relevant to legislation and regulatory requirements</li> <li>• Budget requirements are met</li> <li>• Quality and profit targets are met</li> <li>• Feedback from individual on environment is positive</li> <li>• External parties and commissioner feedback are at targeted level</li> <li>• Opportunities are explored</li> <li>• All plans are appropriate, in place and actioned within agreed timescales</li> <li>• All actions are completed and responded to within agreed timescales</li> </ul> |
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| <p>analyse causes and triggers, and ensure strategies are put in place</p> <ul style="list-style-type: none"> <li>• Manage the timely response to all regulatory requests</li> <li>• Complete regulatory monthly reports in line with the agreed governance process</li> </ul> <p><b>5. Own and ensure delivery of fully compliant and accurate records and administration in line with regulatory requirements and standards</b></p> <ul style="list-style-type: none"> <li>• Ensure that all records and reports are accurate and up to date</li> <li>• Ensure that all legislation and regulation requirements are adhered to</li> <li>• Manage all inspection and audit requirements for the school</li> <li>• Ensure that all incidents are managed to resolution effectively and timely</li> <li>• Ensure that all Health and Safety, safeguarding requirements are met</li> <li>• Ensure all notifications are reported and actioned in line with regulatory and legislative requirements</li> </ul> | <p><b>5. Own and ensure delivery of fully compliant and accurate records and administration in line with regulatory requirements and standards</b></p> <ul style="list-style-type: none"> <li>• Regulatory and quality standards are at good or above</li> <li>• 100% achieved on inspections</li> <li>• Target reduction of risks achieved within agreed timescales</li> <li>• All incidents are resolved within agreed timescales</li> </ul> |
| <b>Enablers to the Role (Skills, Knowledge, Experience)</b>   |  |
| <ul style="list-style-type: none"> <li>• Degree educated</li> <li>• Experience of working within an SEN teaching environment – preferably Autism</li> <li>• NPQH qualified or working towards</li> <li>• Excellent understanding of curriculum development and issues</li> <li>• Excellent working knowledge of Quality Assurance and Budget Management in a safeguarding environment</li> <li>• Good working knowledge and awareness of regulatory and legislative requirements</li> <li>• Proven track record of managing and leading the performance of others</li> <li>• Experience of working successfully to Ofsted standards</li> <li>• Excellent communication (written and verbal) skills</li> <li>• High levels of resilience and flexibility</li> <li>• Ability to work as part of a team and on own initiative</li> <li>• Genuine passion and enthusiasm for young people with special needs</li> <li>• High attention to detail</li> </ul>   |  |