

**Farney Close School,**

**Bolney Court, Bolney, West Sussex, RH17 5RD**

**Job Description**

**Job Title:**  Head of Education

Reports to: Vice Principal

Responsible for: Education Team (Teachers, Teaching Assistants, Instructors)

## Main purpose of the job

The Head of Education will have responsibility for overseeing teaching and learning, ensuring that all young people make at least good progress through exciting, engaging and challenging teaching.

The Head of Education will have a key role within the Senior Management Team focusing on the school’s educational provision. They will lead an Education Team who are committed to providing a safe and inclusive learning environment where everyone inclusive of pupils and staff, are valued and encouraged to reach their full potential and aspirations. The work of the school is both varied and challenging and we form the cornerstone of many pupils’ lives through a person-centred approach that focuses on Education, Care and Therapy.

## Main Tasks:

• Promoting and developing teaching and learning across the school, including the whole Education Team and specific individuals.

• Maintaining and developing quality assurance processes and professional standards, including performance management.

• Data analysis, development, and planning.

• Assessment, recording and reporting.

• Continued professional development and staff induction.

• Leading and maintaining a systematic, evaluative planning cycle to improve teaching, based on lesson observation, learning walks, work scrutiny, curriculum documentation and planning, target setting, and any other evaluative processes in collaboration with the Principal / Vice Principal.

• Maintaining and developing the curriculum in a way that meets pupils’ needs, the Ofsted framework, and provides enrichment and sound pedagogical practice.

• Tracking and analysing data / results in a way that will inform planning at a pupil, subject, and whole school level.

• Supporting the work of the Multi-Disciplinary Team, including the SENCO, Speech & Language Therapist, Occupational Therapist and specialist team that supports pupil improvement in Literacy and Numeracy.

• Developing pupil employability and supporting community links.

• Ensuring that pupils have a pertinent range of examinations or externally accredited courses that will support transition and meet pupils’ abilities.

• Assisting the Principal / Vice Principal with the day-to-day organisation of the school in terms of the deployment of staff and timetabling.

• Maintaining a reasonable teaching commitment.

• Helping to maintain high standards in Safeguarding, Health & Safety, Risk Assessments, Behaviour Support Plans, and SMSC opportunities.

* Oversee the spending of the education departmental budgets.
* Ensure a smooth transition for our pupils as they move of from Farney Close or transfer to our 6th form provision.
* Being part of the team who offer pastoral support to colleagues, young people and their families.

## Responsibility:

* To ensure that health and safety and child protection regulations are always adhered to.
* To maintain confidentiality and GDPR requirements at all times.
* To manage workload effectively and complete tasks in a time efficient manner.

**Safeguarding**

Farney Close School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

As a member of staff at Farney Close School you have a responsibility for Safeguarding and must ensure that you and members of your team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. You must follow the School’s Child Protection and Safeguarding Policy at all times

**General Accountabilities:**

Observe the letter and spirit of all the school policies, and be aware of and comply with policies and procedures relating to health and safety, confidentiality and General Data Protection regulation, reporting all concerns to the appropriate person,

Maintain particular regard to the Child Protection and Safeguarding policy and report any concerns immediately. All employees are required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school,

Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies,

* Contribute to good staff relationships,
* Contribute to the overall ethos/work/aims of the school,
* Attend and participate in relevant meetings, as required,
* Participate in training and other learning activities and performance development, as required,
* Participate in all requirements to ensure continued professional development (CPD), including your annual appraisal and regular meetings with your Line Manager.

**Confidentiality:**

During the course of your employment you may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Qualifications:**

Relevant skills, knowledge and experience holding a Qualified Teacher Status.

**Experience and Skills:**

* Experience of working within a leadership role.
* Holds a proven record of outstanding teaching practice.
* A strong desire to work inclusively within an emotionally literate environment.
* A strong desire in supporting students who have experienced Adverse Childhood Experiences (ACEs) and have significant gaps in their education that can occasionally affect their attitude to learning.
* Experience of managing challenging behaviours and working with children with SEMH, MLD, ASC and associated difficulties.
* Has a non-judgemental approach to behaviour management.
* Experience or willingness to support the delivery of vocational subjects such as Laser skills, BTEC, Functional Skills or ELC.
* Has the ambition to progress professionally within an expanding child-centred school.
* Proven experience of planning and delivering a creative and academically engaging curriculum which meets the needs of individual pupils, whilst maintaining high standards of education throughout the school.
* Has a clear vision of the whole curriculum and how to direct the team with assessment, reporting and good classroom practice.
* The desire to be engaging in all aspects of school life from academic to pastoral, including acting as Duty Manager for the whole site for one evening each week.
* The ability to teach and work with pupils presenting with a wide range of emotional and attachment-based needs.
* A passion for making a difference to the education and lives of young people at the School by building positive and supportive relationships.
* Emotional resilience and be motivated by challenge.
* The ability to be reflective, dynamic and creative in their practice and in a way that reflects the values and ethos of the school.
* Excellent written and verbal communication skills.
* Ability to liaise effectively with families.
* Excellent interpersonal and team working skills.
* Ability to initiate work and to work unsupervised.

**Attributes:**

* Commitment to the provision of a quality service to young people and a high level of customer care
* A sensitive and responsive approach to young people and parent / carers needs
* Proactive, forward thinking and possess and exercise sound judgement

**General Statement**

To undertake any reasonable duties as requested by the Senior Management Team and the Directors.

This job description may be altered without notice due to changes in technology, policy

practice, procedure or legislation.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the

range of duties the post-holder will perform.

Report immediately to a Senior Manager, or any other appropriate person any malpractice or evidence of malpractice of any member of staff.

Read, understand and be required to sign, as requested, all relevant school policies.

**This post is subject to an Enhanced DBS (with Barred List) check.**

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

# Review

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

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| Name: |  |
| Signature: |  |
| Date: |  |