

## **JOB PROFILE: Head of School**

**Reports to:** Executive Headteacher, Southover Partnership

### **JOB PURPOSE**

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To support the Executive Headteacher in providing professional leadership at the Kingsbury Manor, Hutton Grove or Southgate provision of The Southover Partnership, securing success and improvement within the Southover Partnership, leading to high quality, accessible and inclusive education for all students and improved standards of learning and achievement.

To enable the Southover Partnership to fulfil statutory and regulatory roles in line with national and local policies, regulations and guidance.

To demonstrate a continuous commitment to ensuring the Southover Partnership implements and continuously improves the delivery and quality of service to students, parents/carers, partner agencies, colleagues and managers.

### **Specific Purpose**

To lead the Kingsbury Manor, Hutton Grove or Southgate provision within The Southover Partnership which provides a continuum of support for students with social, emotional, behavioural and learning difficulties.

To provide strategic leadership across all three provisions in an agreed area of overall responsibility.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Shaping the Future**

- Works with the Executive Headteacher of Southover Partnership to ensure the vision for the service is clearly articulated, shared, understood and acted upon by all.
- Works within the Southover Partnership to translate the vision into agreed objectives and operational plans which will promote and sustain service improvement.
- Motivates and works with others to create a shared culture and positive work environment.
- Ensures creativity, Innovation and the use of appropriate new technologies to achieve excellence.
- Ensures that strategic planning leads to a cycle of continuous improvement and raising of standards across the whole of the Southover Partnership.

### **Leading Learning and Teaching**

- Works with the Executive Headteacher of the Southover Partnership and within the Southover Partnership to ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which secure high standards of behaviour and attendance

- Determines, organizes and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Monitors and evaluates the quality of teaching and students achievements including the analysis of performance data and observation, challenging underperformance at all levels and ensuring effective follow up action.

### **Developing Self and Working with Others**

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Ensures strong, distributed models of leadership throughout the Southover Partnership so that teams and individuals can be effective in their work with students
- Builds a collaborative learning culture within the school and actively engages with other schools and partners to build effective learning communities.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Uses effective coaching and feedback skills to further develop staff.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

### **Managing the Organisation**

- Provides effective leadership within the Southover Partnership and ensures continuous improvement of the organisational structure and functions.
- Provides a clear and strategic vision and direction for the continued development of the Southover Partnership through the contribution to and the implementation of the School Improvement Plan.
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manages financial and human resources effectively and efficiently to achieve the Southover Partnership's educational goals and priorities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the SOUTHOVER PARTNERSHIP.
- Takes responsibility for the implementation and improvement of the Performance Management processes to develop the effectiveness of staff.
- Manages and organizes the environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Uses and integrates a range of technologies effectively and efficiently.

### **Securing Accountability**

- Develops an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Harness and nurture the talents and support of members of the school community and external partners to create an exciting, fun and vibrant learning environment.
- Works with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable and accurate account of the Southover Partnership's performance to a range of audiences including governors, parents and carers.
- Reflects on personal contribution to Southover Partnership achievements and takes account of feedback from others.

### **Strengthening Community**

- Builds a collaborative learning culture within the Southover Partnership which takes account of the richness and diversity of the school's communities
- Creates and promotes positive strategies for challenging stereotypes and prejudice and dealing with harassment
- Ensures learning experiences for pupils are linked into and integrated with the wider community
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Further develops the multi-agency approach and partnership with health and social care to meet the holistic needs of students and their families.
- Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Co-operates and works with relevant agencies to protect children

***This job description will be reviewed annually as part of the performance management review process and after consultation with the line manager and the post holder.***

**Note:** All Southover employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

## WORK ENVIRONMENT

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The post holder will be based within the Southover Partnership, a specialist SEN provision, currently operating from multiple sites. Due to the changing context of the organisation, the post will involve a flexible response to change, and the ability to effectively manage changing and sometimes conflicting priorities.

The Southover Partnership has an ethos of developing positive relationships to manage behaviour and to support every child to achieve.

The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting.

The post holder will be working directly with young people who have significant social, emotional, learning and behavioural difficulties and the behaviour of the students is often challenging and demanding and therefore they will need to deploy effective behaviour management skills in their interactions with the students.

Due to the nature of the school there are certain enhanced risks associated with the post including:  
Pupil behaviour & incidents including aggression  
Stress

The post could also include occasional Lone Working.

## WORK CONTEXT

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### **Communications and working relationships**

Frequent communications with all school staff; postholder will need to build effective relationships with all external stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice. Persuasive skills that motivate and support staff, governors, parents and pupils will be essential. Negotiating skills when dealing with service providers, outside agencies and the LA will also be needed at a high level.

### **Innovation (decision making and creativity)**

The post holder will be making high-impact decisions at senior leadership level for the Southover Partnership.

They will be able to create a shared vision, positive culture and high aspirations amongst staff and pupils. Creative solutions to overcome challenges will need to be found on a daily basis. The postholder will be expected to work autonomously, reporting to the Executive Headteacher of the Southover Partnership.

### **Resource management**

Postholder will be responsible for the successful deployment of financial and human resources within the Southover Partnership.