

Embleton View

Headteacher

Job description	
Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of role:	<p>To lead the School in all areas of education and learning to ensure all children placed at the school achieve their maximum potential.</p> <p>To ensure, by means of visionary, inspired leadership and management, the School delivers on its Vision and Aims.</p> <p>To structure, organise and develop a team of professionals who are committed to delivering the School's Vision ensuring the highest possible outcomes for all its students.</p> <p>To ensure the School complies with and exceeds all regulatory requirements.</p>
Responsible to:	Director of Service Development
Salary:	£
Main duties and responsibilities:	<p>Strategic leadership:</p> <ul style="list-style-type: none"> • The Headteacher shall be responsible for the leadership, internal organisation, management and control of Embleton View • To be an outstanding role model for all colleagues and to make a leading contribution to the maintenance of high standards in all areas of school management and organisation • To work with the Proprietors to provide strategic direction and development for the school within local and national contexts responding to the needs of local authorities, students and communities • To formulate overall aims and objectives for the school and policies for their implementation

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- To maintain high standards of parent liaison and multi-agency working e.g., Educational Psychology Service, Child and Adolescent Mental Health Services, Social Care and Health
- To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development and prepare them for the opportunities, responsibilities and experiences of adult life

Efficient and effective deployment of staff and resources

- To deploy and manage all teaching and support staff of the school and allocate particular duties to them, in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance for each staff member between work carried out in school and work carried out elsewhere
- Implement the appraisal of staff, consistent with statutory regulations, that promotes good student progress and continues professional development
- To ensure that colleagues are effectively and equitably deployed in response to need
- To ensure all Embleton View staff receive the information they need in order to carry out their professional duties effectively
- To lead on Continuous Professional Development; assessing professional development needs and planning appropriately to address those needs (including essential training)
- To monitor, evaluate and respond to staff welfare
- To work with the Proprietors & HR & Business Manager to recruit staff of the highest quality available
- To advise the Proprietors & HR & Business Manager and implement decisions in relation to staffing
- To advise the Proprietors & HR & Business Manager on the adoption of effective procedures to deal with the competence and capacity of staff
- To advise the Proprietors & HR & Business Manager on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
- To ensure day to day management and suitability of the sites used by Embleton View
- To undertake responsibilities as defined in the Health and Safety Policy
- To ensure that appropriate risk assessments are undertaken before sanctioning participation in any activities
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education and improve students' achievements

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- To promote an understanding of cultural diversity

Leading and managing

- To lead, motivate, support, challenge and develop staff to secure improvement
- To promote and develop the vision and aims of the School
- To provide a lead to the staff in the management of change
- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals
- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teaching staff, including targets relating to students' achievement
- To ensure that new employees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to required standards
- Completing returns and writing reports to the Proprietors, in particular reflecting the improvement and evaluation of the School

Leading of teaching (including Curriculum)

- To help, plan, develop and implement the curriculum on a whole school basis, including the role of other alternative providers supporting Embleton View to deliver a broad and balanced curriculum
- To monitor Schemes of Work, session plans, timetables etc
- To ensure a consistent and continuous school-wide focus on monitoring student progress, academically, socially and emotionally through effective use of data, developing the use of benchmarks to monitor progress in every child's development
- To plan appropriate interventions and measure their impact
- To ensure that all students receive a good quality education and intervention through a programme designed to promote a stimulating style of learning in a safe and healthy school environment or at off-site provision
- To continue to develop an effective system of record keeping and communication with parents/carers and students
- To ensure that learning is at the centre of strategic planning and resource management
- To establish creative, responsive and effective approaches to learning and teaching
- To ensure a culture and ethos of challenge and support where all students can achieve success and engagement appropriate to their ability and needs
- To be able to demonstrate and articulate high expectations and set stretching targets for the whole learning community with

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	<p>driving ambitious academic achievement</p> <ul style="list-style-type: none"> • To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework • To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of students • To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that success is celebrated and that underperformance is challenged at all levels <p>Welfare of Students</p> <ul style="list-style-type: none"> • To have due regard for the well-being of students, working to the procedures and requirements of National and Local safeguarding frameworks • To be conversant with schools' and LA's procedures on Health and Safety and to notify any Health and Safety issues to the Director of Operational Development/LA as appropriate • To ensure that all areas of the curriculum, including outdoor learning experiences, are safe and well planned, in line with appropriate requirements • To lead on the promotion of excellent standards of student behaviour and attendance • To ensure that all students are treated with proper respect and dignity irrespective of gender, sex, race or ethnicity • To maintain effective links with parents, school staff and other stakeholders from the local community to help secure good standards of holistic provision. Working with relevant local authority services and providing appropriate challenge where necessary • To ensure the achievements of all students are properly recognised and celebrated and that student performance is driven by meaningful, but challenging setting of individual/whole school targets • To empower the self-determination of students and, where necessary, ensure that their needs and views are advocated to others <p>Meetings</p> <ul style="list-style-type: none"> • To attend and report to meetings with the Properties and Advisory Board as required • To attend and contribute to student-focused meetings as necessary • To lead on Professional Development and Performance Management meetings, as required • To attend and contribute to the school's programme of staff meetings and curriculum workshops as necessary
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	<p>Legislation</p> <ul style="list-style-type: none"> • To maintain a good understanding of relevant, current legislation governing the education, and care of children and young people with special educational needs and Children Looked After • To maintain a good understanding of regulations governing the performance of students with special educational needs and ensure that student performance at the school is managed in accordance with national/local regulations
Health & Safety in Work Environment	<ul style="list-style-type: none"> • The post-holder will be expected to ensure that the learning environment is safe, reporting any safety concerns immediately to the Headteacher. This will extend to company vehicles. The post-holder will risk-assess any offsite environments that will be used for delivery of education.
Professional Conduct	<ul style="list-style-type: none"> • The post-holder will be expected to act in a professional manner at all times.
Decisions	<ul style="list-style-type: none"> • The post-holder will be aware that their decisions and actions regarding how they deal with students may be investigated by external agencies for justification.
Mental & Physical Demands	<ul style="list-style-type: none"> • The post-holder will need to react to incidents as they occur and follow School policies and procedures in relation to behaviour management and safeguarding. The post-holder will be expected to maintain an appropriate level of fitness to cope with the demands of working in a dynamic learning environment where incidents can occur which may need the use of approved restraint techniques.

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General	<ul style="list-style-type: none"> • The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties deemed necessary. Any such duties should not however substantially change the general character of the post. • The post-holder is not permitted to use ALD Group Ltd.'s or Embleton View's name, logo or any other identifying features on any social networking or media platform. • The post-holder will work within all of Embleton View's policies and procedures. • The post-holder will be expected to drive and must hold a current UK driving licence, and have access to their own vehicle with business insurance. • To have some teaching responsibility
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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • QTS and ability to meet all Teaching Standards 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • SEN qualification • Management qualification • Appropriate external verifier qualifications • Higher qualification in education and/or management (e.g. NPQH). • Masters qualification 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>

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Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience in SEN school • Experience at Senior Leadership Level in a school • Proven track record of raising educational standards. • Experience of working with a Governing Body/School Proprietors 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of both curriculum and pastoral issues • Experience at Senior Leadership Level of a recent Ofsted inspection. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children and young people • Ability to contribute to, and work as part of a team effectively • Ability to lone work responsibly and effectively • Ability to lead and manage a Class Team • Ability to plan and resource on an individual basis whilst ensuring that students’ personal, social and emotional needs are being met • Ability to use assessment data to support session planning and to evaluate the effectiveness of teaching and learning • Ability to deliver concise and robust reports • Ability to promote diversity, equality and inclusive practice • Ability to motivate students and staff and promote 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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	<p>high expectations</p> <ul style="list-style-type: none"> • Effective communication skills and strong interpersonal skills • Ability to use a range of ICT software including word processing and spreadsheets as well as online cloud software 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Can demonstrate a clear understanding of, and commitment to safeguarding students • Knowledge of the support needs of students with SEN • Knowledge of PREVENT agenda • Awareness of Equality & Diversity and Health & Safety • Up to date knowledge of the current SEN education legislation • Knowledge of self-evaluation and inspection frameworks • Understanding of the National Curriculum framework • Strong understanding of assessment frameworks, tools and systems, and target setting 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of EHCP reviewing process 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • To demonstrate a positive and nurturing approach towards developing the skills of students with additional needs • To maintain an approachable and professional demeanour when dealing with challenging situations • A positive ethos, resilience and a high level of personal commitment • A committed approach to supporting students to achieve outcomes • Willingness to undertake training and development appropriate to the post • To represent Embleton View and ALD Group Ltd and its interests in a positive manner 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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