**East Specialist Inclusive Learning Centre**

**John Jamieson School –**

**Job Description**

**Head of School – John Jamieson school and Post 16 provision based within Brigshaw School**

**Pay Scale**: Leadership 19 -22 Permanent, full-time

**Accountable to**: SILC Executive Principal and Governing Body

**Location**: John Jamieson school site, Hollin Hill Drive and Post 16 provision located at Brigshaw High School.

Every employee in the East SILC will support the ‘Every Child Matters’ agenda through the five outcomes. These are to ensure that:

* Every pupil enjoys good health and a healthy lifestyle.
* The welfare of every pupil is safeguarded and they know how to stay safe.
* Pupils enjoy and make good progress in learning, leisure and personal development.
* Every pupil makes a positive contribution to society by joining in, taking responsibility and playing a productive part in the community.
* Pupils enjoy social and economic well-being so that they have a good start in life, are able to achieve their full potential and, where possible, secure employment.

The successful candidate must be ‘An experienced, successful leader, skilled in working with pupils with diverse special needs.’

**Core Purpose of the Job**

The East Specialist Inclusive Learning Centre consists of the main school across three sites: John Jamieson, Roger Cannon, and Jack Clark, the Medical Needs Teaching Service, the city-wide Physical Difficulties and Medical Service. The Executive Principal has overall strategic responsibility for the whole SILC supported by a leadership structure that ensures connectivity across all aspects of its provision, high quality and effective learning opportunities where the safeguarding and well-being of our children and young people is of paramount importance. Each Head of School/Service will be accountable for the effective leadership and management of their organisation/s and for effectively monitoring the quality of the outcomes being delivered.

The Head of School/Service is a complex and key role as reflected by the pay range attached to this post.

* Safeguarding in all its aspects is effective across the whole organization.
* There is a positive and clear ethos which reflects the schools’ commitment to achievement through a curriculum that meets the needs of its pupils.
* To provide professional leadership and be responsible for the day-to-day efficient management of John Jamieson School and the post 16 provision based at Brigshaw School, thereby ensuring an individualised learning offer in preparation for adulthood for all children and young people.
* School life is respectful of differences through a culture and curriculum, which celebrates diversity, promotes pupils spiritual, moral, social and cultural development, and prepares them for life after school.
* To support the Executive Principal and Governing Body to implement the new Education Inspection Framework and be ‘Ofsted ready’ at all times

**Statutory Requirements**

The Head of School shall carry out his/her professional duties in accordance with and subject to the ‘Conditions of Appointment of Head Teachers’ set out in the School Teachers Pay and Conditions Document (published annually). These are over-riding requirements which cannot be amended.

**Key Responsibilities:**

**Strategy and Direction**

* Support the Executive Principal and Governing Body in ensuring the vision of the whole SILC is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
* Research and implement innovative learning opportunities that benefit our learners.
* Ensure the safety and well-being of pupils and staff is highly effective through rigorous and on-going risk assessments and by establishing a high benchmark for all aspects of health and safety.
* Create and support the implementation of ‘non-negotiable’ operational expectations for both pupils and staff.
* Ensure all statutory and non-statutory policies are in place, and monitor their implementation ensuring they are understood and implemented by all stakeholders.
* Promote a ‘coaching culture’ across the East SILC organization.

**Teaching and Learning**

* Secure effective teaching and learning by working collaboratively with the Head of Teaching and Learning through the promotion of innovative pedagogical practice, the effective use of data and benchmarks to monitor the progress in every child’s learning.
* Assess, monitor and evaluate the quality of planning, teaching and learning outcomes in collaboration with the Head of Teaching and Learning.
* Carry out learning walks and work scrutiny in collaboration with the Head of Teaching and Learning and be able to implement an improvement strategy with Assistant Heads.
* Ensure a diverse and inclusive curriculum is in place, which not only follows statutory guidance, but also is responsive to the needs of individual pupils and the new Education and Inspection Framework.

**Staff Management and Development**

* Ensure staffing structures reflect the needs of John Jamieson School and the Brigshaw provision and that roles and responsibilities are clear to all staff. To liaise effectively with leaders across the whole organization to secure staffing efficiencies, and collaboration.
* Promote a collaborative approach to developing an effective organization by supporting the Executive Principal to avoid fragmentation of the complex system.
* Work with the Executive Principal to recruit and retain a high-quality staff team adhering to Safer Working practices.
* Play a strategic role in promoting the professional development of all staff across all school sites and in particular for behaviour.
* Promote rigor around attitudes to learning and behaviour ensuring the school adopts behaviour strategies and training to address pupils’ needs.
* Oversee the whole school’s Appraisal policy, securing school improvement and quality professional development.

**Managing the Organisation**

* Lead and manage in an ethical and principled way.
* Fulfil the statutory duties, in relation to the curriculum, safeguarding and child protection.
* Ensure the effective deployment of staff and resources within John Jamieson School and the Brigshaw provision.
* Support the consistency of approaches to maintaining and improving levels of good behaviour through effective monitoring and implementation.
* Understand and interpret data and use it to discuss pupil progress with staff in order to work in collaboration with the Head for Teaching and Learning to produce a plan of action to drive improvement and outcomes for pupils.
* Support the Executive Principal and School Business Manager to set and manage the school budget and monitor its effectiveness.
* Manage organisational change effectively.
* Be responsible for improvement of the school – ensuring action plans are in place and monitored vigorously.
* Ensure all school and annual reporting systems are of high quality and meet statutory frameworks e.g. EHCP’s annual reviews, ILP’s, statutory returns.
* To support the consistency of approaches to maintaining and improving levels of attendance.
* Ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
* Work collaboratively with both senior and middle leaders to ensure school improvement is sustained in order to deliver quality outcomes for pupils.
* Ensure safe working practices are adopted by staff.
* Maintain appropriately safe premises/work areas for all staff, pupils and visitors to the school site.

**Accountability**

* Be accountable to the Executive Principal for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school as delegated by the Executive Principal.
* Play a key role in designing and maintaining a self-evaluation framework, which clearly identifies strengths and areas for development, in order to inform the school improvement agenda and secure the best outcomes for learners.
* Ensure that the school is clear that individual staff’s accountabilities to the Head of School are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* The school presents a coherent and accurate account of its performance to a range of audiences including the Governing Body, parents and carers, Local Authority and wider community.

**Community**

* Collaborate and work in partnership with other agencies in providing for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
* Ensure the learning experiences for children and young people embrace opportunities within the local and wider community.
* Promote and model good relationships with parents/carers, which are based on partnership to support and improve pupils’ well-being and that of their families.
* Promote the school as a centre of excellence for specialist education, care and families in the local and wider community by sharing effective practice, promoting innovative initiatives – with particular reference to the SEND agenda.
* Work with the extended schools’ team to ensure a programme of enrichment opportunities are provided for all children and young people.

Please note:

The world of SEND is constantly changing, something we have experienced recently in Leeds as the need for specialist places increases. This demonstrates that planning for the future becomes more and more difficult and therefore as context changes over time roles and responsibilities may need to reflect this. This could necessitate the need to review structures in order to accommodate the changing direction of the SILC. The job description will therefore be reviewed at least annually.