

### Job Description

<b>Job title</b>	Head of Department / Assistant Head	<b>Job family</b>	Education
<b>Reporting to</b>	Head Teacher / Deputy Head	<b>Job code</b>	
<b>Location</b>		<b>Evaluation Date</b>	

#### Job Purpose

#### **“Make a Difference to Young People”**

The post holder will be required manage, lead and oversee their area of responsibility within the school, ensuring effective deployment of resources, staff and budgets. The post holder will ensure their area of responsibility operates within the schools policies and procedures and promotes the school's drive and ethos.

Key focus on:

- Safety
- Providing a quality service to the young people
- Employee engagement
- Safe recruitment
- Supporting the development and learning of employees in the team
- Ensuring that the service is financially sustainable including by safely supporting new referrals into the service and managing costs appropriately

#### Key Accountabilities

- To provide leadership of their area of responsibility sharing its drive and outcomes across the staff team; Provide outstanding learning opportunities for all pupils;
- Provide regular reporting to the schools SLT with regards specific area of responsibility;
- Support the SLT in implementing the schools polices and ethos;
- Ensure effective use of resources and allocated budget to meet the needs of the pupils and designated responsibility;
- To provide where required whole school leadership and oversight of the directed area of responsibility;

*ROLES AND RESPONSIBILITIES MAY VARY IF THE SCHOOL SITE ASSIGNS PARTICULAR FOCUS AREAS AND RESPONSIBILITIES (subject lead / pastoral lead...)*

## Knowledge / Education / Skills

### **Knowledge**

- An outstanding knowledge of the area they are managing (curriculum / subject / behaviour)
- An awareness and understanding of the local and national educational policies impacting upon the school;
- An awareness and understanding of the needs of those pupils with specific Special Educational Needs (SEN);

### **Education**

- Experience of working with pupils with SEN;
- Experience of whole school practices and initiatives;

### **Skills**

- Excellent communication skills;
- Emotional resilience;
- Ability to effectively use ICT;
- Ability to work strategically;
- Ability to work as a member of a team and on their own initiative;

## Experience

- Experience of working with pupils with complex and varied Special Educational Needs;
- Experience of leading whole school initiatives showing progress in practice;
- Is an outstanding classroom practitioner;

## Communication

- The post holder is required to have effective written, verbal and non-verbal communication skills, with an ability to adapt their style as appropriate to the environment they are communicating in.

## Responsibility

### **Employees**

- Where required, line manage staff members through the schools staff appraisal procedures under the guidance and direction of school SLT;
- To ensure staff are effectively deployed to meet the needs of the area of responsibility;
- Communicate developmental practices to all staff;

### **Budgets & Equipment**

- To be accountable for allocated budget for the designated area of responsibility;
- To ensure that the school / area of responsibility is appropriately resourced in order to meet the needs of the school;
- Audit the budget and resources allocation on an annual basis to provide accurate and effective feedback to school SLT;

### **Information**

- Ensure that clear internal communications are clear and concise enabling all staff to be aware of the schools policies and ethos;
- Ensure that all stake holders are regularly informed of the schools performance through agreed communication procedures;
- Ensure the school upholds the highest standards in relation to safeguarding and the sensitive information held in relation to these concerns;
- Ensure that you are up-to-date with relevant local and national initiatives in relation to your area of responsibility and share required information with the staff team;

### **Working Environment**

- Potential to experience aggressive and threatening behaviours;
- Potential need for use Physical intervention, in line with duty of care expectations;
- Physically demanding environment – standing for long periods;
- Potential for occasional lone working;

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	<b>Management</b> <ul style="list-style-type: none"> <li>• Analytical</li> <li>• Delivers a compliant and quality driven service</li> <li>• Solution focussed</li> <li>• Risk aware</li> <li>• Innovative</li> <li>• Engaged</li> <li>• Willing to Learn</li> </ul>
Being a Family	<b>Leadership</b> <ul style="list-style-type: none"> <li>• Motivational</li> <li>• Accountable</li> <li>• Outcomes driven</li> <li>• Inspirational</li> <li>• Takes Ownership</li> </ul>
Acting with Integrity	<b>Values</b> <ul style="list-style-type: none"> <li>• Respect</li> <li>• Awareness of Culture</li> <li>• Trust</li> <li>• Belief</li> <li>• Expectation</li> <li>• Openness</li> </ul>
Being Positive	<b>Emotional</b> <ul style="list-style-type: none"> <li>• Resilient</li> <li>• Empathetic</li> <li>• Reflective</li> <li>• Confident</li> <li>• Self Aware</li> <li>• Determined</li> </ul>
Striving for Excellence	<b>Vision</b> <ul style="list-style-type: none"> <li>• Aspires to excellence</li> <li>• Desires continuous improvement</li> <li>• Clarity of thought and expression</li> <li>• Focussed</li> <li>• Aspirational</li> <li>• Is clear about and can communicate the "vision"</li> <li>• Wants to leave a legacy</li> <li>• Committed to excellence</li> </ul>

*Please note that you may be expected to undertake other duties and responsibilities as appropriate to the role.*