**Job Description**

POSITION: Headteacher

**RESPONSIBLE TO: Head of Education / Board of Directors**

**LOCATION: West Sussex (& East Sussex / Surrey)**

To be based at My Choice School Arundel with travel to My Choice Schools at Osprey House and Oak House.

**SALARY: £31,000 - £33,000pa**

**PURPOSE OF THE ROLE**

To be responsible for school leadership and management across all My Choice Schools.

To be responsible for the day to day running of My Choice School Arundel and to work collaboratively with the Head of Education and Registered Care Managers to ensure the day to day running of My Choice Schools at Osprey House and Oak House.

To lead on curriculum, teaching and learning across all My Choice Schools; ensuring an ongoing process of curriculum development to best meet the needs of the students and effective delivery of the curriculum ensuring progress.

To ensure that curriculum increases access to further opportunities, through accreditation, SEMH development and the identification of progression paths.

To ensure examination and curriculum requirements are managed, ie Functional Skills, Asdan and where appropriate GCSE.

**DUTIES AND RESPONSIBILITIES**

To manage the school provision at My Choice School Arundel with curriculum, teaching and learning lead for My Choice School Osprey House and My Choice School Oak House.

To ensure the effective performance management and development of all school staff, maintaining high expectations of practice in teaching and learning throughout the school

To lead, motivate, support, challenge and develop all staff to secure continual improvement of My Choice School.

To provide an example of excellence and innovation as a leading classroom practitioner; inspiring and motivating teaching staff

To manage the delivery of KS3 and KS4 curriculum following the My Choice School curriculum and assessment policy, using Functional Skills, Asdan awards, additional schemes (including GCSE where appropriate), external provisions and variations to the curriculum.

To manage teachers to write effective, targeted and detailed Individual Education Plans and school reports, maintaining accurate records evidencing planning and progress.

To review lesson planning and IEPs for all students regularly ensuring that practice and progress is evaluated, raising students’ achievements

To monitor the assessment of students using the My Choice School assessment framework, ensuring that assessment is regular, accurate and informs planning and target setting.

To ensure that IEPs and lesson plans meet the needs of students and promote progress, demonstrating triangulation between EHCPs, IEPs and lesson plans.

To manage EHCP ARs and PEPs for all students and provide progress reports, working with additional professionals to promote the progress of students and promoting multi agency working.

To develop effective working relationships with SEND teams, Virtual Schools, social workers and other external professionals to ensure the needs of the student in all aspects are met and exceeded.

To follow My Choice Children’s Homes and My Choice School Policies, Procedures and Practices.

To demonstrate responsibility for safeguarding and promoting the welfare of children within the home and schools.

Promote and develop a welcoming, child centred environment and uphold the highest standards of honesty, integrity and vigilance in encouraging the very best for the young people in our care.

To identify and manage risk, writing risk assessments and cascading to the staff team.

To ensure that DfE and OFSTED regulations are maintained to the highest standards, including maintaining administrative processes, recording and reporting systems, taking responsibility for Ofsted inspections.

To work with the Head Of Education to ensure the education provision at My Choice is inclusive, effective and innovative.

To work with the Head Of Education to develop School Improvement Plans and ensure their implementation is successful.

To ensure that effective communication is maintained with the Head Of Education regarding the operation of school, meeting regularly to identify areas for development and intervention.

To be able to demonstrate effective teamwork with Senior Management and Care Managers to account for and promote the efficiency and effectiveness of the school provision to all stakeholders.

To be able to work under pressure, work both reactively and proactively and meet deadlines.

To ensure that the young people when confronted with stressful situations or crisis are offered appropriate support.

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| **PERSON SPECIFICATION** | **Desirable** | **Essential** |
| Ability to build appropriate relationships with young people and staff, ensuring excellent communication between all. |  |  |
| Emotional resilience in working with challenging behaviours |  |  |
| Ability to manage challenging behaviours including knowledge of de-escalation skills |  |  |
| Successful experience in a school leadership role |  |  |
| Commitment to the achievement and development of young people with SEBD |  |  |
| Knowledge of child development with an ability to be able to relate theory to practice. |  |  |
| Experience of working with a range of students and young people including SEBD |  |  |
| Qualified to graduate level with QTS / Teaching qualification |  |  |
| Ability to work within a specified framework of legislation, regulation and inspection and be able to implement policies and procedures to meet standards. |  |  |
| Excellent communication skills and the ability to relate to people at all levels including young people, parents, staff and external agencies. |  |  |
| Experience of Ofsted inspection processes and an ability to work successfully and collaboratively with HMIs |  |  |
| Ability to demonstrate an awareness of and commitment to equal opportunities and anti discriminatory practice |  |  |
| Ability to provide both support and challenge to staff to ensure outcomes |  |  |
| Ability to plan and implement innovation and change |  |  |
| Experience of working with LAC in children’s homes |  |  |
| Ability to work under pressure with minimal supervision |  |  |
| Good IT skills, able to use O365 and Sharepoint |  |  |
| Ability to drive |  |  |
| Experience of curriculum development and accreditation |  |  |
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| **CONDITIONS OF SERVICE**   * Working hours Monday to Friday, 8.30am to 4.30pm. * Holiday entitlement: As per school holidays   **THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET**   1. Suitably experienced / qualified – evidence of qualifications required 2. Satisfactory formal interview at Head Office 3. Satisfactory second interview 4. Satisfactory References 5. Satisfactory enhanced Disclosure & Barring Service (DBS) Check |  |  |