



<b>Job Description:</b>	<b>Head of Education</b>
<b>Salary:</b>	<b>£ competitive</b>
<b>Hours:</b>	<b>37.5 per week</b>
<b>Responsible to:</b>	<b>Director</b>
<b>Responsible for:</b>	<b>Deputy Head of Education, Teachers and Teaching Assistants</b>
<b>Location:</b>	<b>Bransford, WR6 5JE</b>

Our aim is to provide a homely, caring environment individually tailored to a young person's needs, encouraging them to develop independence.

### **Job Purpose**

To provide a high quality education that supports our young people to live the lives they choose as far as they are able. The Head of Education oversees the schooling provided for those children aged 8-19. You will manage a small team of staff, comprising teachers and teaching assistants with the support of a deputy head.

### **Main Responsibilities**

- Coordinating teaching and learning for the young people
- Managing a budget of approx. £250,000 and ensuring resources are available
- Lead your staff team to deliver learning
- Implementation of the education policy
- Allocating staff resources daily across care and school
- Formulating and evaluating individual education plans, annual reviews and reports in consultation with parents and other professionals
- Monitor the learning environment ensuring that it is positive, interactive and stimulating
- Ensure regulatory requirements are met in preparation for Ofsted inspections
- Create school policy in assessing, recording and reporting the progress of pupils
- Provide reports on education progress and achievements for executive and senior management meetings
- Attend and prepare for Board of Governors meeting quarterly



- Encourage collaboration with the school and care home
- Assist HR in the recruitment and selection process for your team
- Assist, with HR support, in formal grievance and disciplinary matters, where appropriate
- To be the champion for education both within and outside the school
- Formulate and maintain an external network to ensure that adequate benchmarks are established and measured against
- Promote safeguarding practices and ensure these are followed at all times
- Promote inclusion, independence and wellbeing of each young person
- Undertake professional development and reflective practice
- Day to day management of staff, including appraisals, performance reviews 1-2-1s and weekly meetings
- Follow Health and Safety guidance, completing all necessary and regulatory paperwork eg. risk assessments, accident and incident forms
- In conjunction with the Director and care team, assess referrals and placements
- Promote community engagement and interaction

### **Skills and Experience**

- QTS (or equivalent)
- Experience of being a senior teacher/deputy or contributing to management of school setting
- Experience of managing a staff team
- Accountability of operating a service within budget
- Experience of working in an SEN setting
- Knowledge of Autistic Spectrum Condition, plus other learning disabilities
- Being responsible for Ofsted inspections is desirable



**Our Place Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation along with Employment checks.**

**This role offers 13 weeks' annual leave, working term time only. Our Place operates a NEST pension scheme; most people will be eligible to enroll. If you don't opt out, you will be automatically enrolled. We offer childcare vouchers, plus additional benefits, which are being reviewed to ensure that we are a great place to work.**

**A Teachers pension scheme is applicable to this role.**