



GFC SCHOOL

JOB DESCRIPTION

Job Title:	Head of Education
Responsible to:	Board of Governors GFC School
Salary:	Dependent on Experience

OVERVIEW

- The Head of Education is responsible for the academic leadership of the GFC School.
- The Head of Education will work sensitively and positively with students and staff at the GFC School and carry out such other associated duties as are reasonably assigned by the Board of Governors.
- The Head of Education will work in partnership with the Head of Centre in the efficient management of the GFC School.

PERSON SPECIFICATION

Qualifications

- Good Honours First Degree or equivalent
- Evidence of professional study in relation to students (desirable)

Experience

- Outstanding Teacher or practitioner
- Experience of working with students with learning, challenging, emotional or behavioural difficulties
- Leadership & management at senior level (desirable)
- Experience of working with or within mainstream schools (desirable)

Knowledge

- Knowledge of current secondary practice, including the National Curriculum and educational developments.
- Knowledge of legislation in the field of education and Special Educational Needs
- Knowledge and experience of devising, developing and monitoring programmes to support the needs of young people
- Knowledge and experience of team leadership

Skills

- The ability to prioritise, plan and organise self and others
- The ability to collaborate with outside agencies (School's LEA's etc.)
- The ability to establish trusting relationships with professionals
- The ability to communicate effectively both orally and in writing
- The ability to collate, analyse and interpret pupil data to inform school development
- The ability to collaborate effectively with the wider community to promote the School

Personal Qualities

- Confident and calm personality
- Creative, dynamic approach anticipating and solving challenges
- Motivate, inspire and challenge others
- Positive role model

KEY RESPONSIBILITIES

- To lead on all matters relating to the curriculum.
- To be directly responsible for the academic and pastoral aspects of school life
- To provide professional educational leadership for the GFC School, which supports its success, continuing improvement, high quality education for students and improved standards of learning and achievement.
- To work in conjunction with the Head of Centre to manage the school's Senior Leadership Team (SLT) ensuring that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the GFC School.
- To work with the Board of Governors, Head of Centre and SLT in developing a strategic view for the GFC School, analysing and planning for its future needs and further development within Local Authority and the national context.
- To support the Head of Centre and SLT in developing and maintaining effective links with the community and local schools, particularly within the area of developing the quality and capacity of the GFC School
- To support the Head of Centre, in the day-to-day organisation, management and conduct of the GFC School in accordance with the current School Teachers' Pay and Conditions Document, the policies of the GFC School and applicable legislation.
- To support the Head of Centre, in developing the ethos of the GFC School and in nurturing the caring relationship between staff, parents/carers and students.

Site Responsibilities (*Shared with Head of Centre*)

Having 'ownership for those students in the site 'tutor group'. This includes:

- Managing and leading the attendance processes
- Managing and leading regular student review meetings
- Knowing those students with SEN and supporting the SENCo in returning information and gathering staff feedback for Student Support Plans and EHCPs.
- Having a strategic overview of CP issues

Managing the Outreach Programme. This includes:

- Weekly 1:1s with the Team Leader (outside student hours)
- Operational meetings with the team

Information sharing with staff. This includes:

- Providing updates at staff briefings on new students
- Weekly SEN focused student review discussions at debrief
- Monthly data driven review with the Head of Centre on student progress (to include attendance, exclusion, behaviour, academic progress, CP)
- Ensuring the use of The GFC School standard templates (e.g. Incident form, reflection form)
- Ensuring that all staff record incidents and parental or multiagency contact on Management Information System.
- Mirroring the SEN 'Assess Plan, Do, Review' approach when mentoring student progress.
- Supporting staff with more challenging behaviour management situations or issues.
- Supporting staff when individual pupils need to be escalated for more serious intervention.
- Meeting with/communicating with parents/carers when a pupil situation becomes more serious or when relationships with a parent/carer are known to be difficult.
- Timetable management – e.g. Agreeing any changes, cover, ensuring complete timetable.
- Supporting referral to agencies, following recommendation from staff.
- Managing the attendance at strategic meetings with key agencies.
- Responsible for liaison and partnership working with local schools – e.g. Managing reintegration, agreeing the increase of provision.
- Attending student focused meetings at schools for part-time or short-term placements.
- Maintaining a strategic overview of CP.

Additional Expectations

All staff members are also expected to:

- Sustain effective positive relationships with staff, students, parents/carers, Gillingham Football Club, key stakeholders and the wider community
- Act as a positive role model for students
- Encourage moral and spiritual growth and civic and social responsibility amongst students

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, the Head of Education might be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

Additional Responsibilities

- With Head of Centre, produce an Education report for each Board meeting

- Attend regular Board of Governor meetings
- Organise monthly (minimum) meetings with The GFC School DSLs.
- Develop and manage the central CP recording system
- Lead on wider whole-school safeguarding initiatives for example, CP training (mandatory and optional)
- Development of a whole school approach to emotional well-being
- With Head of Centre produce school timetables
- Manage the weekly timetable across The GFC School
- Review and have oversight of student timetables, ensuring that the students have access to a broad and balanced curriculum
- Review and develop the timetable in line with changing need and curriculum and staff change.
- Manage any issues regarding the behaviour of students while being transported to and from home.