



<b>Title</b> <b>Head Teacher</b>	<b>Department</b> <b>Clayfields House Secure Centre</b>	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>To identify opportunities for improvement in services provided by the Local Authority to its customers, be they pupils, their families or carers and external organisations. To support the negotiation, implementation and evaluation of changes to ensure that both appropriate standards of care for the customer and the Local Authorities requirements in respect of quality and cost effectiveness are met. That the contractual requirements of the Youth Custody Service are also met alongside the registration requirements to remain compliant with Ofsted.</p> <p>To develop staff, both individually and collectively. To participate in and contribute to an effective appraisal scheme including support for identification and meeting of staff development and training needs.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>1. Take the strategic lead in all matters relating to education</li><li>2. Produce an annual Education Improvement Plan which is informed by robust school self-evaluation ensuring that staff understand the key improvement priorities and their contribution to achieving them.</li><li>3. Have oversight of the learning environment to ensure that the education department meets all health and safety requirements.</li><li>4. Ensure that staff roles and responsibilities are clearly defined.</li><li>5. Build the reputation of Clayfields House within the outside educational community</li><li>6. Establish respectful, trusting and constructive relationships with the pupils within the school setting of Clayfields House.</li><li>7. Ensure effective line management of the Operational Education Manager, Data and Administration Officer and of subject leaders</li><li>8. Lead on the development of educational policies and practices in respect of Clayfields House and share in the collective responsibility for their implementation.</li><li>9. Make informed choices about strategies designed to raise the level of learners' attainment and secure their well-being.</li><li>10. Communicate effectively with all young people, parents, carers, social workers, youth offending service workers, health colleagues and the Youth Custody Service (YCS)</li><li>11. Ensure that contractual arrangements with the YCS are met.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Assist the Service Manager in achieving the vision, objectives and targets set out in strategic plans.</li><li>2. Work with the Service Manager to ensure that Clayfields House is well prepared for SCCIF inspections and responds swiftly and effectively to Ofsted judgments and required actions.</li><li>3. Produce performance information and report to a range of audiences as required.</li><li>4. Manage resources within the allocated education budget.</li><li>5. Work closely with the attached local authority Education Improvement Adviser in respect of the quality assurance of educational provision.</li><li>6. Ensure staff practice in the management of actual and potential aggression (MAPA) is underpinned by a professional, ethical and legal framework, to meet individual need and to promote safeguarding for young people.</li><li>7. Ensure staff practice is informed by analysis of all risks involved when using restrictive and physical interventions.</li><li>8. Deploy staff and ensure resources are allocated effectively and maintain high levels of safeguarding.</li><li>9. Participate in the on-call system for managers as and when required.</li></ol>	

12. Have an accurate understanding of the quality of educational provision and take effective action to improve it through continuing professional development and the appraisal process
13. Ensure the identification of best practice ensuring that it is shared effectively.
14. Take a lead role in raising the level of attainment and progress of learners, both within subject areas and in the wider context of learning opportunities within Clayfields House.
15. Ensure that teachers plan and deliver their lessons in line with agreed policies.
16. Ensure that a range of monitoring, assessment, recording and reporting strategies provide an accurate picture of the quality of teaching, learning and assessment at Clayfields House.
17. Ensure that learners are provided with accurate and constructive feedback on the strengths and weaknesses of their work, their attainment and progress and areas for development.
18. Ensure that educational practice is informed by both the Ofsted Inspection Framework (EIF) and by the Social Care Common Inspection Framework (SCCIF)
19. Ensure that the curriculum, teaching and learning and pupil progress remain the prime focus for teachers and support staff.
20. Ensure that teachers and support staff take full account of the specific learning needs of individual pupils when planning and teaching their lessons.
21. Ensure that staff have a knowledge and understanding of statutory and non-statutory curricula for the subjects taught at Clayfields House.
22. Ensure colleagues use reports and other sources of feedback information in order to raise levels of attainment.
23. Ensure that the principles of equality, inclusion and diversity are consistently applied in all aspects of practice within the learning and residential environment of Clayfields House.
24. Ensure that all staff take regard of safeguarding training in their work including that of child protection within the school environment and the Residential Home.

10. Monitor and review the professional needs of the teaching staff within Clayfields House and ensure skills are maintained and developed across the whole team.
11. Support the Service Manager in gaining a strategic overview of the improvement priorities for Clayfields House carrying out regular reviews of performance and reporting back to the Service Manager.
12. Develop and maintain close links with other local and national specialist teams including the Secure Accommodation Network (SAN) and the YCS and the Nottinghamshire Learning Centre, other schools and community services including the implementation and further development of procedures and protocols aimed at increasing pupils' entitlement and access to appropriate provision.
13. Deputise for the Service Manager or other colleagues as required by the Manager and ensure that the Service Manager or Group Manager (Residential) and other Senior Managers are informed of significant matters arising in connection with the running of the Home, issues regarding Ofsted compliance and/or safeguarding of young people.
14. Maintain a current knowledge of legislation, practice issues and developments locally and nationally in the post holder's field of work, and keep others informed.
15. Build constructive relationships and have high expectations of the behaviour of pupils ensuring that staff adopt a similar approach.
16. Establish a clear framework for classroom discipline throughout Clayfields House to manage pupils' behaviour constructively and promote self-control and independence.

**The post holder will perform any duty or task that is appropriate for the role described**

**Person Specification**

All criteria are essential unless marked (D) for desirable criteria

**Education and Knowledge**

1. Qualified Teacher status
2. Recent CPD relevant to the post.
3. An advanced qualification in special education needs(D)
4. Have a secure knowledge and understanding of the secondary curriculum, including vocational education.
5. Understanding of effective teaching and learning and the ability to support, coach and challenge staff to improve their practice
6. Understanding of how to meet the needs of pupils with complex learning needs.
7. Up to date knowledge of the Ofsted Education Inspection Framework and an awareness of The Social Care Common Inspection Framework (SCCIF) (D)
8. Have a sound knowledge of risk, risk assessment and risk management.
9. Evidence of up-to-date safeguarding training including up to date knowledge of current legislation concerning the safeguarding and promotion of the welfare of children and young people.
10. Have an in-depth knowledge and understanding of the management of actual and potential aggression (MAPA), (D) to ensure the safety of staff and pupils who may be involved in the use of physical interventions.
11. Knowledge of the headteacher's role and responsibilities in keeping young people and staff safe in education and an awareness of national guidelines in this area. .

**Experience**

1. Substantial teaching experience in the secondary phase
2. Middle / Senior leadership experience in the secondary phase
3. Line management of others including, through the use of the appraisal process.
4. Monitoring and evaluation of the quality of teaching and learning and the identification of best practice to enable teachers to improve through feedback.

**Personal skills and general competencies**

1. Excellent communication skills both oral and written.
2. Use of performance information including data, to provide updates on the quality of provision across the school.
3. Excellent interpersonal skills with both young people and members of staff.
4. The ability to think and plan strategically.
5. A willingness to set high expectations and to hold others to account.
6. Ability to drive and manage change effectively.
7. Ability to make and implement difficult decisions.
8. The ability to establish spending priorities and to manage a budget.
9. Use of continuing professional development to motivate, enthuse and develop staff.
10. Commitment to external scrutiny as a way of benchmarking the quality of education provision.
11. Willingness to collaborate with a range of educational settings beyond Clayfields House and to share and learn from best practice.
12. Strong moral purpose
13. Commitment to the welfare and rights of young people and to the development of their independence and self-confidence.
14. High expectations for the academic achievement of young people in challenging circumstances.
15. Resilience, positivity and optimism.
16. Ability to develop excellent relationships with a range of staff from different backgrounds and to value their experience and expertise.
17. Well organised and able to complete tasks on time.
18. The ability to cope with challenging behaviour.
19. Sense of humour and the willingness to adapt.
20. Commitment to own professional development.

5. Experience of good assessment and how to use data to monitor pupil progress.
6. Work with complex young people in a mainstream or specialist setting.
7. Working with young people who have special educational, emotional and mental health needs.
8. The development and review of policies and processes.
9. Work in a residential childcare or criminal justice setting. (D)
10. Experience of subject leadership
11. Leadership of teaching and learning within a whole school setting.
12. Experience of curriculum development
13. Work with external agencies and multi-disciplinary teams.

***Role Dimensions***

1. Strategic and operational management of the education department within the service, including on odd occasions out of hours Senior leader on call arrangements.
2. Strategic and operational responsibility for all the teaching, teaching assistant and administration staff in education and an education budget in the region of £901,394.00, which includes associated budgets.
3. Strategic lead responsibility for ALL safeguarding activity with the Service, including acting as the Designated Safeguarding Lead,
4. Direct Line Management responsibility 9.5 FTE Teachers, 4.0 FTE Teaching Assistants and a Part Time Education Administrator. Total responsibility for approximately 18 staff, which is reflective of 13% of the overall workforce within the service.

Date 28<sup>th</sup> July 2021