

The Darley Centre

Job Description and Person Specification

Job title:	Head of Centre
Scale:	L12 – 16
Purpose of role:	<p>The Head of Centre, under the direction of the Executive Headteacher and Management Committee, will lead the following:</p> <ul style="list-style-type: none"> • carry out the duties of a Head of Centre (Deputy to the Executive Headteacher), as set out in the current Schoolteachers' Pay and Conditions Document • formulate the aims and objectives of the school, in consultation with the Executive Headteacher and Management Committee • establish, monitor and review the effectiveness of policies for achieving these aims and objectives • lead The Darley Centre to achieve excellence, with a focus on raising standards and ensuring outstanding teaching and learning for all pupils so that they can thrive when they leave The Darley Centre • maintain the highest levels of engagement with the local authority, mainstream schools and academies to ensure that each pupil is integrated into The Darley Centre with clear expectations and agreed plans and timescales, including the reintegration of each pupil into mainstream education or alternative appropriate setting • ensure effective SEND provision as the SEND Coordinator for The Darley Centre • as the Designated Safeguarding Lead, ensure effective safeguarding for all pupils, staff, visitors and other parties within The Darley Centre by following the Safeguarding policy and procedures and the requirements as set out in the current Keeping Children Safe in Education DfE document
Line Manager:	Executive Headteacher
Main duties and responsibilities:	<p>The Head of Centre will lead and manage The Darley Centre under the direction of the Executive Headteacher. In addition to the requirements set out in the current School Teachers' Pay and Conditions Document, the Head of Centre is responsible for setting and maintaining high standards in the following areas:</p> <ul style="list-style-type: none"> • to provide high quality, inspirational strategic and operational leadership at all times • to be fully accountable for the performance and well-being of all staff and pupils • to establish, uphold and promote the ethos of The Darley Centre, upholding the policy in relation to Equal Opportunities • to lead the highest quality of SEND provision, engaging all relevant stakeholders and agencies to support each pupil in all aspects of development and progress • to lead the delivery of The Darley Centre's self-evaluation procedures, including monitoring and evaluating outcomes

	<ul style="list-style-type: none"> to adopt a proactive role in the delivery and monitoring of all aspects of strategic and operational plans, reporting regularly to the executive Headteacher and Management Committee to participate in all aspects of The Darley Centre policymaking as well as sharing and ensuring adherence to the policies by all. To review policies in a timely manner to lead, monitor and conduct the appraisal (Performance Management) of all staff to lead on all aspects of organisational development and employee relations to ensure that all in The Darley Centre are committed to the Centre's aims, motivated to achieve them and are involved in meeting them to participate in the supervisory duty system, including lunchtimes to share responsibility with the Executive Headteacher, for oversight of The Darley Centre and full-time support staff during pupil closure periods to attend Management Committee and Joint Strategic Committee meetings to assist the Governors in the discharge of their statutory responsibilities to identify pupil progress and personal development targets in order to support the needs of each pupil to support, facilitate and monitor the progress of designated area development plans to ensure they make a significant contribution to The Darley Centre Development Plan to provide regular feedback for staff in a way which recognises good practice and supports their progress against appraisal/performance management objectives resulting in a tangible impact in pupil academic progress and personal development to ensure effective leadership of teaching and pastoral support practice of others by monitoring, evaluating, supporting, guiding and target setting ensure that underperformance is challenged at all levels and effective corrective action and follow-up is implemented to ensure that ALL pupils have access to the highest standards of teaching and learning to lead by example the maintenance of excellent standards of dress & behaviour, of all members of The Darley Centre devise and implement strategies which secure high levels of attendance to maintain a good current knowledge of local and national issues within education in relation to effective education provision for pupils within PRU, AP and mainstream settings to work closely with link members of the Management and Joint Strategic Committees to enable them to meet their responsibilities support colleagues to develop and implement learners' care plans, including SEND support plans, risk assessments and individual target setting
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Finance and resources Supervision Health and Safety	<ul style="list-style-type: none"> supervise and monitor the quality and quantity of the day-to-day work of all teaching and support staff within the school, ensuring their welfare and having due regard to work-life balance and workload manage the delegated budget ensure effective management, maintenance and care of the physical resources ensure effective Health and Safety procedures are in place at all times, in line with local and national policies and guidance
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Person specification

How measured during the recruitment process:

A = Application Form, R = Reference, I = Interview, T=Task

Skills	Essential	Desirable
	<ul style="list-style-type: none"> excellent knowledge of DfE and School Policies and Procedures (A, I) 	<ul style="list-style-type: none"> Budget management (I)

	<ul style="list-style-type: none"> as listed in the current Teacher Standards exemplary classroom practitioner (I, R) interpersonal skills/people management (R) leadership/management of staff & resources (A, I, R) communication (IT, written & verbal) (A, I, R) monitoring and evaluation of lessons (A, I, R) proven record of achievement (R) 	
Knowledge and understanding	Essential	Desirable
	<ul style="list-style-type: none"> Special Educational Needs and Disabilities (A, I) understanding of role of a Head of Centre (Headteacher) (A) clear vision & developed philosophy to include equal opportunities (A) effective self-evaluation (A, I) assessment data & performance data analysis (A, I) curriculum & timetabling issues (A, I) current educational initiatives & legislation (A, I) role of a governing body (A, I) continuous professional development (A, I) appraisal (performance management) (A, I) collaborative working, including partner schools (A, I) 	<ul style="list-style-type: none"> finance & personnel (human resource) issues (A, I) Health and Safety issues (A, I) more than one previous school (A)
Experience Qualifications Working arrangements	Essential	Desirable
	<ul style="list-style-type: none"> whole school leadership & management responsibilities in the secondary phase or primary key stage 2 phase, evidenced by a proven record of achievement (A) Qualified Teacher Status (A) NASENCO award (completed or currently undertaking) (A) exemplary attendance record (A, R) <p>Commitment to:</p> <ul style="list-style-type: none"> raising attainment for ALL pupils (A, I) rigorous performance management (A, I) professional development of ALL staff (A, I) embracing and actioning change (A, I) community liaison including parental involvement (A, I) meet the requirements of the Disclosure & Barring Service 	<ul style="list-style-type: none"> NPQH/NPQSL or similar OR willingness to undertake
<p>Other Duties - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		