

Full job description

Job Description: Head of School

Term time contract plus 3 weeks to complete leadership responsibilities

The responsibilities outlined in this job description may be modified by the Director and Director of HR & Compliance, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The Head of School is jointly responsible for bringing to life In Toto Ed's Mission and Vision. The successful candidate will possess qualifications, skills, and experience appropriate to this position. Our focus is to empower our students to become well-rounded individuals with a strong ethical and moral character, whilst understanding, embracing, and celebrating SEND and additional individual need(s).

Aims of the post

- To safeguard the wellbeing and safety of students.
- To take overall responsibility for the provision for the students.
- To oversee the quality of Teaching and Learning and ensure the curriculum meets the needs of the students.
- To ensure that procedures, routines, and rules are properly understood and observed by both students and staff.
- To develop an inclusive community and family spirit
- Run the school on a day-to-day basis

We are looking for someone who is:

- Approachable, dynamic, self-motivated, and well organised
- Excellent leader in developing staff and dealing with students, parents/carers, and outside agencies
- Skilled to generate positive approaches to learning
- Excellent communication skills both verbally and written
- Organised, diligent and willing to think creatively
- Willing to go above and beyond to meet the needs of the organisation

As the Head of School, you will be required to:

- Take a full and active part in School Leadership Team meetings.
- Assist in the formulation, discussion, and implementation of the School Development Plan.
- Lead on the appointment of teaching and support staff.
- Assist the Director in identifying staff needs and other issues at In Toto Ed that require attention.
- Share in the appraisal of members of staff
- Observe teaching and monitor student outcomes
- Show prospective parents /carers around the school as required and organise promotional and marketing events
- Line manage staff within the
- Apply and create all policies and procedures appropriately.
- Plan and deliver inset and staff meetings

- Plan annual results days and Prize Giving/Celebration events and coffee mornings
- Ensure the promotion of a positive and innovative learning environment, where learners can reach their full potential, and learning is engaging and challenging.
- Work with the Director on timetabling
- Support and develop the professional learning programs and development opportunities for staff
- Coordinate referrals, annual reviews, and parental contact
- Monitor student progress
- Ensure a positive and supportive model exists for staff assessment and development. Support and develop the professional learning programs and development opportunities for staff.
- Create conditions conducive to team building, staff welfare and pastoral care.
- Promote and develop an educational community that encourages and welcomes new and existing teachers.
- Build capacity within the team and distribute leadership as appropriate.
- Maintain close communication with parents/carers and provide opportunities for them and other family members to engage in In Toto Ed activities.
- Foster good relationships with parents/carers by providing a ready flow of information about In Toto Ed and their children's/young person's development.
- Modelling high standards of professional behaviour, setting an example for the community.
- Attending all In Toto Ed events, as required.
- Promote and develop an In Toto Ed community that encourages and welcomes new and existing families, through accessible and timely communication.
- Organise the daily cover and bulletin
- Travel to other In Toto Ed schools, as required.
- Oversee the school budget
- Ensure school trips take place on a regular basis and oversee the relevant paperwork through Evolve.
- Work with the Exams Officer and Head of Quality on registration for academic and vocational qualifications.
- Work with the SENCO to ensure the correct provision is in place to meet the needs of our students.
- Ensure the school meets the Independent School Standards in preparation for registration with Ofsted.
- Work with the wider SLT in preparation for Ofsted registration.
- Oversee the onboarding process of new students.

Safeguarding and Well-being

To be the School's Designated Safeguarding Lead (DSL) or DDSL. The responsibilities for this role are stated in full in the whole school Safeguarding Policy.

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

This is an excellent opportunity to join a vibrant and inclusive school community that is dedicated to supporting young people with complex needs. As part of the In Toto Ed team, you will have access to a range of benefits, including:

There are considerable additional benefits that are available to staff as an In Toto Ed employee. The main benefits are listed below:

- Unlimited access to an award winning CPD platform
- Term time only (39 weeks including 5 inset days) **Fully funded Level 3 Paediatric First Aid Qualification for all staff**
- Fully funded enhanced DBS
- Accredited support through QTLS
- Training grants for qualifications, including NPQ, NPQSL and NASENCO
- Access to extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme which includes varied types of counselling, 24/7, 365 confidential helpline, mental health crisis phone support
- Access to my healthy advantage app which includes: wellness plans, rewards including discounts with a variety of retailers including travel agents and gyms
- Bonus for staff with 100% attendance to work (per academic year)
- Small class groups
- Employee recognition and service awards
- Casual Dress Code Company pension
- Free Specsavers eye test
- Work Laptop or MacBook provided
- Free tea and coffee
- Bonus for referring a friend to In Toto Ed
- See our recruitment pack by following the link below:

If you are passionate about making a difference and are looking for a rewarding and challenging role, we encourage you to apply for this position. Please follow the link below to access our recruitment pack and submit your application.

https://www.in-toto-ed.com/_files/ugd/62ad35_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf

Job Types: Full-time, Permanent

Pay: £49,782.00-£69,630.00 per year

Benefits:

- Free parking
- On-site parking

Schedule:

- Monday to Friday

Experience:

- SLT: 1 year (required)

Licence/Certification:

- QTS (required)

Work Location: In person

Expected start date: 06/01/2025