



The Caldecott Foundation Helping children build a future

The essence of the work of the Foundation is a commitment to facilitate personal and educational growth and development in the children and young people for whom we care.

JOB DESCRIPTION

ASSISTANT HEAD OF SCHOOL

Responsible to:- Head of School (Primary or Secondary)

Salary:- Leadership Scale L4 – L9 (£53,602 - £60,644)

There is an opportunity for the successful candidate to aspire to achieve Head of School with the Caldecott Foundation.

Shaping the Future

- To promote and ensure access and achievement in accredited courses and 'lifelong learning'.
- To provide operational leadership across education in order to promote and deliver high quality services for children and young people.
- To support all professionals to deliver service and provision that will ensure high-level achievement for all children and young people.
- To ensure that good quality supervision and Performance Management of staff is undertaken to support and direct within the school that support improvement
- To update and monitor the effectiveness of data collection and analysis to support the diverse and complex needs of our children and young people to ensure access to the most appropriate differentiated curriculum and individual programme delivery.
- To be able to respond to a continually changing educational and care environment and work with the Caldecott Foundation strategic and operational plan to build strong partnership agreements in order to demonstrate excellence of inclusive practise.
- To provide innovative creative and outstanding outcomes for children and young people both residential and day pupil.
- To identify and develop cutting edge packages of education and training
- Ensure the integrated and coherent delivery of all children's services paying particular attention to safeguarding and standards.

1. KEY RESPONSIBILITIES

- 1.1 To be responsible to the Head of School helping to establish leadership and management of the school with expectations that you support and help to develop a coherent school vision. This must be supported by clear and consistent procedures and protocols.

- 1.2 To develop assessment, planning and differentiation to meet the needs of all children and young people and ensure consistent delivery across all Key Stages, the National Curriculum and accredited courses.
- 1.3 To ensure effective management through monitoring, supervision, performance management in order to identify continual professional development needs of the staff group and the individual member of staff.
- 1.4 To build and maintain a high profile and quality service, and to develop a coherent and understandable account of school performance to a range of stakeholders.
- 1.5 To create a culture and ethos in which leadership is shared and encourage within the individual member of staff ensuring collective responsibility for outcomes and achievements.
- 1.6 Develop the operational capabilities of the workforce and across partnership schools/organisations to meet the changing needs of the Caldecott Foundation.
- 1.7 To lead, motivate and manage school staff to continuous improvement and performance; lead and develop the senior leadership team, both education and care.
- 1.8 Ensure effective communication with all professionals (internal and external).
- 1.9 Ensure that service provision meets with all relevant legislation and statutory guidance.

2. SPECIFIC RESPONSIBILITIES

- 2.1 To produce and deliver training materials to a range of professionals both internal and external.
- 2.3 To develop systems for monitoring outcomes and evaluating service delivery in order to provide statistical data and management information for business and marketing.
- 2.4 Involve all staff in the process of school self-evaluation and improvement so that they can carry out their role effectively.
- 2.5 Participate in arrangements for the appraisal of his or her own performance.
- 2.6 To work with the Head of Education and the Director of Operations to produce strategic, school and operational development plans and ensure confidence, readiness and high achievement in outcomes within all regulatory inspections.

3. HEALTH & SAFETY

- 3.1 To maintain an awareness and observation of Fire and Health and Safety Regulations.

- 3.2 Ensure that the school environment, school procedures and staff training comply with Health & Safety requirements.

4. Caldecott Foundation Fundraising and Marketing

- 4.1 The Caldecott Foundation is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, grant making bodies and corporate sponsorship.

All employees of the Caldecott Foundation are expected to behaviour in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and take seriously their role in raising income for the charity and every opportunity.

5. EQUAL OPPORTUNITIES

- 5.1 To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service, which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
- 5.2 To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
- 5.3 To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.

October 2012/ April 2025