



Job Description – Head of Upper School

Reports to: Vice Principal – Curriculum & Learning

Location: West Heath School – Sevenoaks TN13 1SR

Hours: Term time only (39 weeks) 40 hours per week. 8am-4.30pm Monday-Friday

Main Purpose of the role:

The Head of Upper School will be responsible for developing and managing a comprehensive and flexible range of Y11 and Post-16 services to meet the curriculum and other needs of the students whilst ensuring the department operates in an efficient and effective manner. They will be responsible for the management of all Post-16 provision, including overseeing offsite provision and management of Post-16 staff.

Main Duties and Responsibilities

The Post holder's duties will include but not be limited to:

1. Member of Middle Leadership Team.
2. Ensuring the department provides a flexible and effective response to individual and corporate needs by working with the School Leadership Team (SLT) and in particular, the Vice Principal - Curriculum.
3. Supporting SLT with curriculum initiatives and whole school projects including department improvement initiatives to improve the quality of T&L.
4. Supporting SLT with external inspections, including Ofsted, by producing accurate data and contributing to the SEF.
5. Effective utilisation of staffing and physical resources to the benefit of students, including managing the Upper School academic and support staff team.
6. Effective management of sizeable Upper School budget.
7. Chairing of Annual Review meetings, daily Sixth Form briefings as well as attendance at PEP and LAC Reviews for all Upper School students.
8. Accountability for performance indicators including intervention and impact tracking, student retention rates, academic progress, social development and destination data.
9. Managing transport arrangements for students as well as department logistics.
10. Designing innovative and flexible timetables that support student needs and complements the student's main programme of study.
11. Supporting, planning and tracking of achievements; monitor and map pupil attendance and lesson participation through detailed tracking and recording methods.
12. Attending daily SLT briefing and weekly after school meetings as required.

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13. Liaising with external agencies as appropriate including consulting on funding with SEN Caseworkers.
14. To be fully involved in the school's online learning platform and SIMS, including having a full understanding of how the systems work.
15. Overseeing tutor programme ensuring that staff maintain accurate registers and records and that pastoral needs of students are met.
16. Management of offsite satellite facility.
17. Reporting on students as required for internal data meetings, review meetings, EHCP meetings, PEPs and LACs.
18. Managing work experience placements to complement the syllabus.
19. Liaising with Head of Middle School, prior to student commencing transition to Y11.
20. Participating actively in the Schools appraisal and review programme.
21. Ensuring that all staff within the Department comply with the school's Policies and procedures and conduct themselves in an appropriate manner.
22. Managing the department staff members including undertaking appraisals, reviews and formal procedures as necessary.

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Department, School and wider community including our partnership providers.
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Vice Principal - Curriculum
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety

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- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified



PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	QTS/QTLS	Management qualification Team Teach qualification	Certificate Application form
2. Experience	Previous experience of teaching children with special educational and emotional needs, in a secondary/Post-16 environment.	Experience of managing one or more of the areas of responsibility.	Application form Interview
3. Knowledge and skills	<p>Education Sector - able to demonstrate a broad knowledge of trends and initiatives within the education sector and experience of how this knowledge can be applied to the development and improvement of curriculum and services.</p> <p>Planning & Organising – able to establish a course of action to accomplish the Schools goals and objectives and to estimate, acquire, monitor, control and develop resources to meet the Schools objectives in the most efficient and effective way.</p> <p>Demonstrate a clear commitment to, and experience of, achieving excellence through continuous improvement and the development of quality systems.</p>		Application form Interview questions Presentation

<p>4. Competence</p>	<p>Communication –able to create a mutual understanding both within business units and in cross-college initiatives and activities, using persuasion when necessary to achieve goals.</p> <p>Analysing Information – able to gather, process and use information for understanding, decision making, forecasting and action.</p> <p>Leadership, Influence & Decision Making – able to influence the Schools key staff and others to move in the same direction to achieve goals. Able to choose between courses of action to achieve goals.</p> <p>Staff Development and Management – able to ensure that each level of work adds value by communicating what must be done, by when and with what resources.</p> <p>Customer focus - able to understand the needs of the customer and be able to put in place initiatives to improve the range and quality of services to them.</p> <p>Able to respond effectively to the needs of the School existing and potential student base and provide an effective service to all areas of the School, by implementing new ideas, methods or procedures.</p> <p>Quality - demonstrate a clear commitment to, and experience of, achieving excellence through continuous improvement and the</p>		<p>Interview questions Presentation</p>
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	<p>development of quality systems.</p> <p>Team membership and People Orientation – able to take responsibility with others to achieve group objectives, including cross-School initiatives and activities.</p> <p>ICT skills - able to demonstrate a commitment to the use of IT for the improvement of learning and working practices and demonstrate skills in the use of a range of IT software, preferably in Microsoft office.</p>		
5. Personal Qualities	<p>An empathy with children with special educational and emotional needs, and a genuine desire to improve their lives through education.</p> <p>Personal Development - a strong interest in and commitment to continuous personal learning and development.</p> <p>Personal Drive - the ability to be self-directed with a high level of personal drive and experience of moving forward new initiatives in a challenging environment.</p>		<p>Interview questions</p> <p>Presentation</p>
6. Other	<p>Full Driving Licence and access to vehicle</p> <p>A commitment to working flexibly (early/late) to meet School and departmental requirement.</p>		<p>Document verification</p> <p>Interview</p>

Note: This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

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West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.