

JOB DESCRIPTION

SCHOOL:	The 10:10 Primary Federation
JOB TITLE	The of Head Personal Development and Wellbeing/Senco
SALARY/ SPOT POINT	L1-L5
REPORTS TO	Executive Headteacher / Governors
DATE	01.09.20 reviewed

JOB PURPOSE:

To fulfil the statutory responsibilities of a SENCO ensuring that the pastoral care in the school allows all children to make good progress; to lead the school's work with other agencies to promote the wellbeing and development of children and to take a lead on Mental Health.

To work with colleague Senior Leaders:

- To assist the Executive Headteacher in leading and managing the schools, undertaking any professional duty of the Executive Headteacher, as delegated by the Executive Headteacher.
- To undertake the day to day running of the schools in the occasional short term or planned absence of the Executive Headteacher.

JOB DIMENSIONS

Lead Accountability as Leader for all Pastoral Education

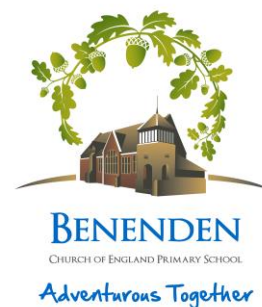
- To fulfil the statutory responsibilities of a SENCO
- To ensure that the pastoral care in the school allows all children to make good progress
- To lead the school's work with other agencies to promote the wellbeing and development of children
- To oversee the effective Leadership of EYFS
- To take the lead on Personal Development across the Federation
- To be a Designated Safeguarding Lead for the Federation.

Strategic direction and development of the school

To work with the Executive Headteacher and Governors to develop the strategic view for the school in the community. To contribute to the creation and implementation of the School Improvement Plan

The Head of Personal Development will:

- Work with the Executive Headteacher, Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.
- Create a safe and productive learning environment that is engaging and fulfilling for all students in line with the Ethos and Values of the Collaboration
- Fully support, promote and implement the Ethos and Values within the staff and students of the school
- Support the Executive Headteacher and Governors in developing the educational and Christian vision for the school
- Contribute to the creation and implementation of the School Improvement Plan
- Communicate effectively the long, medium and short term objectives of the School Improvement Plan to all staff
- Contribute to the development of effective organisation and administrative systems which support the aims of the school
- Develop, monitor, evaluate and review school policies, practices and plans using national, local, school and inspection data to inform decision making
- Oversee all provision maps and ensure that staff regularly review and act upon targets set
- Support the Executive Headteacher in establishing the role of the school locally in the 'quad' and district and as part of the National Support School.



Quality of Education

To work with the Executive Headteacher and Governing Body to create and maintain a culture and environment that promotes and secures good teaching, effective learning, high standards of achievement, progress and good behaviour.

The Head of Personal Development will:

- Provide clear educational direction for the school ensuring all staff recognise their accountability for the success of the school
- Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content
- To ensure effective monitoring and evaluation of the quality of teaching and standards of achievement of all pupils
- Establish a learning culture which promotes innovation and creativity in delivery of the curriculum and monitor and evaluate its implementation
- Create and maintain an effective partnership with parents to improve children's achievement and personal and social development.

Leading and managing staff

Working with the Executive Headteacher, Head of Teaching and Learning, and Head of Assessment and Behaviour and Attitudes, you will lead, motivate, support, challenge and develop staff to secure improvement.

The Head of Personal Development will:

- Support the Executive Headteacher to ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers
- Plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals within the EYFS and Key Stages 1 & 2
- Contribute to the implementation of effective systems for the management of all staff performance, incorporating Performance Management targets for teaching assistants, including those relating to pupil achievement
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development
- Encourage a co-operative atmosphere and facilitate liaison between staff at all levels, offering advice and support, coaching and mentoring when appropriate
- Convey a positive "can do" attitude, motivate and inspire staff and present a "united front" to secure successful outcomes of school initiatives.



Efficient and effective deployment of staff and resources

Working with the Executive Headteacher alongside the Heads of Teaching and Learning and of Assessment and Behaviour and Attitudes, the Head of Personal Development, Wellbeing and SENCO will contribute to the deployment of people and resources efficiently and effectively to meet the specific objectives of the School Improvement Plan

The Head of Personal Development will:

- Work with Governors and the Executive Headteacher to recruit and appoint staff
- Support the Head teacher to manage and organise accommodation and resources efficiently and effectively to meet the needs of the children
- Ensure the school fulfils health and safety regulations, including emergency and security arrangements
- Seek innovative workforce deployment and utilise ICT effectively to support administrative and curriculum objectives
- Work with the Federation Business Manager on staffing and general resource requirements to ensure that they are affordable, offer value for money and that the Federation School Budgets remain balanced.

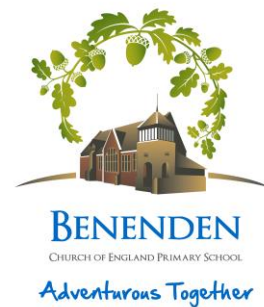
ACCOUNTABILITIES

- To take an active role within the Senior Leadership Team of the schools, driving forward school improvement priorities and relevant educational initiatives.
- To be an exemplar, role model and leader of learning.
- To demonstrate a thorough, up to date knowledge of current educational initiatives and government policy.
- To take specific responsibility for Inclusion and Pastoral care including the co-ordination of all documentation for the application of High Needs funding and or Individual Educational Health Care Plans
- To take specific responsibility for the Pupil Premium Strategy including the co-ordination of all intervention programmes and documentation.
- To be a Designated Safeguarding Lead for the Federation, dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.

- To monitor, evaluate and review the Federation Policies relating to SEND, Wellbeing, Personal Development and Inclusion.
- To produce the Annual SEND Report for the Federation Schools and ensure it is placed on the School Websites.
- To promote the Christian ethos of the school and it's standing in the wider community.
- To develop procedures to monitor standards of teaching, learning and achievement within the school, and evaluation systems to determine impact on pupil learning and future development priorities for both Self Evaluation and the School Improvement Plan
- To lead colleagues in the setting, review and evaluation of Performance Management Objectives and School Targets resulting in a tangible impact on pupil learning.
- To provide regular progress reports and updates for the SLT and Governors (in the specified areas, as and when required) ensuring they are fully aware of all successes, issues and concerns. For clarification this will include attending evening meetings. Including occasional planned evening governor meetings.
- To audit, manage and monitor the needs and resources of any specific delegated budget.
- To ensure in collaboration with HT /SLT/Governors that the School Improvement Plan reflects school priorities and provides value for money

Additional responsibilities

- Be the Subject Leader for at least one area of the curriculum when necessary.
- Be a student/NQT Mentor.
- Participate regularly in the teaching programme of the school as necessary, and by example provide an outstanding professional model as a classroom practitioner.
- Sustain personal motivation and promote good staff morale by displaying a positive and energetic attitude.
- Prioritise and manage own time effectively,
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Ensure that the school website meets all statutory requirements in relation to the SEN code of Practice and Pupil Premium Strategy and School Policies relating to SEND, Inclusion and Wellbeing.



Review of job description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional professional duties delegated by the Executive Head Teacher and/or Governing Body, which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined.
- It may be subject to modification and amendment at any time after consultation with the post holder.

Signed:

Date:

Signed:

Executive Headteacher