

JOB DESCRIPTION: Head of Lower School

SALARY SCALE:	Inner London L14 to L19 (£60,479 to £67,432) dependent on previous experience and qualifications.
HOURS:	Your normal working week is 5 days per week, Monday to Friday. The school will be open from 7.30am to 6pm during term time and until 8.30pm for Trustee, Governors' and parents' meetings. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Chief Executive Officer / Trustees and to attend evening meetings as required. In addition you will be eligible for a thirty minute lunch break which will not count towards your working hours. Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.
REPORTS TO:	Chief Executive Officer, BeyondAutism
LOCATION:	48 North Side, Wandsworth Common, SW18 2SL or Tram House, 520 Garratt Lane, London SW17 0NY
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The school year for pupils is approximately 40 weeks. The Head of Lower School's holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods is required.
SICK PAY:	In accordance with the BeyondAutism sickness absence policy.
OTHER BENEFITS:	Pension: Teacher's Pension Scheme
LINE MANAGEMENT OF:	<ol style="list-style-type: none">1) Lower School Class Leaders (5)2) Senior Speech and Language Therapist3) Senior Supervisors (jointly with the Head of Upper School)4) Head of Pastoral/ Designated Safeguarding Lead(jointly with the Head of Upper School)5) Executive Assistant (jointly with Head of Upper School)

About BeyondAutism

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to live fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running Rainbow School, BeyondAutism also offers outreach, training and consultancy services.

About Rainbow School

Rainbow School is an independent special school for children and young people aged 4-19 with autism. Rainbow School offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver the National Curriculum and teach functional communication and life skills; empowering our pupils to lead rewarding lives and fulfil their potential.

1) The Head of Lower School shall carry out his/her professional duties in accordance with and subject to:

- a. The contents of the BeyondAutism Memorandum and Articles of Association
- b. Any legislation or statutory guidance with which Rainbow School must comply

2) General Functions

Subject to paragraph 1, the Head of Lower School shall be responsible for the internal organisation, management and control of the Lower School (Reception – Year 8), and be aware of the evolving and potential needs of its oldest pupils working with the Head of Upper School to ensure appropriate and successful transition.

3) Professional duties

Duties include:

Strategic direction of the school

In conjunction with the Governing Body, the Head of Upper School and other senior staff formulating the overall aims and objectives of the school and policies for their implementation within the vision, mission and strategic direction set by the Trustee Board of BeyondAutism.

Management of Pupils

- Responsibility for the overall safeguarding and welfare of Lower School pupils, in addition to the line management of the Head of Pastoral/Designated Safeguarding Lead
- Responsibility for the academic achievement and skill development of Lower School pupils
- Responsibility for determining in conjunction with the principles of ABA, appropriate standards of behaviour
- Responsibility for determining, implementing and reviewing systems for monitoring, recording and improving pupils' attainment and progress (including: EHC Plans, annual reviews and parents' evenings)

Management of Staff

- Ensuring high standards of teaching
- Leading, motivating, deploying and managing school staff
- In conjunction with the Governing Body, Head of Upper School and Chief Executive, establishing an appropriate staff structure and defining staff tasks, responsibilities and job descriptions
- Taking the lead in the selection and appointment of teaching and non-teaching staff for the Lower School, in conjunction with the Governing Body adhering at all times to the principles of Safer Recruitment and Keeping Children Safe in Education 2015
- Working closely with the BeyondAutism HR team in all aspects of recruitment, training and staff welfare
- Line management and performance management, alongside the Head of Upper School, of Rainbow School senior leadership team
- Liaison and maintaining relationships with appropriate organisations representing school staff
- Responsibility for ongoing staff training including INSET and external training and for evaluating such
- Supporting as appropriate Newly Qualified Teachers (NQTs) in their induction year

Management of Curriculum

- Responsibility for ongoing development, implementation and monitoring of an appropriate lower school curriculum using ABA/VB methodology linked to the National Curriculum, alongside speech and language and occupational therapies; having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

Parents

- Responsibility for regular and effective reporting to parents about the progress of their children and other matters affecting the lower school, so as to promote common understanding of its aims
- Responsibility for developing strategies to ensure partnership with parents to develop and sustain optimal strategies for children's learning

Relations with other educational establishments

- Responsibility for developing and maintaining liaison with other schools and educational establishments with which Rainbow School has a relationship
- Responsibility for working with and reporting to LAs about pupils placed at the school
- Responsibility for ensuring an effective admissions pathway, this includes forming an admission committee in line with our Admission Policy, timely response to placement requests and ensuring that individual funding agreements reflect an the appropriate fee level.

Management of Resources

- Overall responsibility for the management of the lower school's financial resources, in conjunction with the Head of Upper School, Chief Executive and Governing Body, supported by the Financial Controller
- Determine short, medium and long-term priorities for the school having regard to any financial implications and the ability to meet these from foreseen income
- In conjunction with the COO, responsibility for ensuring the development, maintenance, security and safety of the school buildings, grounds and equipment
- In conjunction with the COO, the management and monitoring of health and safety of the lower school.

Management and Governance

- Advise and assist the Governing Body in the exercise of its functions. Working with the Chair of Governors and Chairs of Governing Body Sub-Committee to prepare all Governing Body meetings and take forward any necessary actions
- In conjunction with the Governing Body, seeking advice from the COO/HR as needed, to ensure all policies and procedures are up to date, reviewed regularly and in accordance with current legislative and regulatory requirements
- Draft the school development plan, in partnership with the Head of Upper School for approval by the Governing Body
- Establish effective evaluation processes to ensure the high quality and timely quality checking, evaluation and review of the lower school, in partnership with the Head of Upper School (SEF)
- Take an active role on BeyondAutism's Senior Management Team, delivering monthly reports as required
- Lead the Lower School in times of external review and scrutiny (including: Ofsted, Local Authority Reviews, school improvement reviews commissioned by the governing body and/or BeyondAutism)

As a term of your employment you may be required to undertake various other duties as reasonably required by the CEO.

February 2016/TL