

JOB DESCRIPTION – Head of Park House School-Paternity Cover

SALARY SCALE:	Leadership Scale L10 - L15
HOURS:	<p>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 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 Heads of Schools. In addition you will be eligible for a thirty minute lunch break which will not count towards your working hours.</p> <p>Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.</p>
REPORTS TO:	Executive Head BeyondAutism Schools
LOCATION:	Park House School, 48 North Side Wandsworth Common, London SW18 2SL
PROBATIONARY PERIOD:	Three months
HOLIDAY:	The school year for pupils is approximately 40 weeks. The Deputy Head'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
SUPERVISION OF:	Teachers and ITT Instructors with a responsibility for teaching

About BeyondAutism

BeyondAutism is a charity dedicated to ensuring everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We do this through positive

educational experiences, training for the people who work with them and support for their families and carers.

About BeyondAutism Schools

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

Main Duties and Responsibilities

Leadership of Park House School

Support the Executive Head in:

- Ensuring that the school has all the necessary policies and procedures as required by the regulators, Trustees and Governors and that these are implemented and regularly reviewed in line with outstanding safeguarding practices.
- Providing strong day-to-day management for school staff: teachers, ABA professionals, support staff and allied health professionals, underpinning a positive, open and supportive performance based culture, which identifies, promotes, encourages and rewards the highest standards of educational practice at BeyondAutism Schools
- The development and operational management of the teaching staff team, the leadership and oversight of BeyondAutism School's curriculum model. The oversight of the Early Years Foundation Stage to maintain the quality of education throughout the continuum of provision. To have oversight over SMSC events and opportunities.
- Writing the school development plan for approval by Governors and implementing the objectives within the resources available; monitoring and reporting on the operational performance of the school, reporting back to the Executive Head, CEO, the Governing Body and Trustees.
- The process of school self-evaluation with particular reference to the current inspection framework and act upon the results of such evaluation.
- Exercise executive responsibilities delegated by the Executive Head. These include the responsibility to make decisions and to give advice and make recommendations for action.
- Taking operational, day-to-day responsibility for Park House School
- Undertake any other duties consistent with this role as reasonably directed by the Executive Head

The Designated Safeguarding Lead at Park House School

- Responsible for developing and leading the safeguarding ethos and practices of pupils Park House School
- Lead on, or delegate appropriately to staff, all matters relating to pastoral care, pupil welfare, first aid and Health & Safety
- Support, and where relevant work in partnership with the Head of Pastoral and first aiders embedding safeguarding systems and processes within the wider school and organisation.
- Where relevant, as the school's Designated Safeguarding Lead, liaise with appropriate outside agencies as necessary regarding the welfare of pupils and child protection and oversee the work of the safeguarding and first aid teams.
- Monitor and support the Annual Review system within the school, supporting Supervisors to lead and take an active role in the delivery of the Education Health and Care Plan meetings as well as the Annual Review process, driving forward and recording pupil outcomes
- Ensure the highest standards of confidentiality within the Pastoral Team (including the Designated Safeguarding Persons and First Aiders) and the Senior Leadership Team in all matters related to pupil information.
- As part of the senior leadership team, support the Executive Head in the day to day leadership of teaching and learning, using the principles of ABA/VB and drawing on other therapies which support learning and the development of the PSHE curriculum, in accordance with the policies approved by the Trustees and Governors.
- Support the Executive Head in developing positive relationships with parents, outside agencies, including Local Authorities.

The development and operational management of the teaching staff team, the leadership and oversight of BeyondAutism School's curriculum model.

As delegated by the Executive Head:

- Ensure that the individual needs, experiences, interests and abilities of each pupil are met, providing the best environment to ensure that each pupil is learning according to a personalised, planned and age appropriate PSHE curriculum, based on best practice in ABA/VB and developed in accordance with national standards and assessed needs and capabilities.
- To act as a mentor to all teaching staff including qualified, NQT and ITT – including weekly meetings, observations and feedback as part of triangulation and self-evaluation
- To provide training for staff to ensure the highest levels of practice and quality of teaching
- To ensure a suitable, purposeful and meaningful timetable is in operation, that meets the curriculum model and is adhered to
- To ensure that teachers lead on and oversee the production, organisation and maintenance of appropriate curricular and teaching materials
- To be available to offer advice and guidance where relevant on Maths and Communication Literacy & Language teaching
- Oversee the monitoring of groups sessions delivered by staff (Art, FDT, ICT and PHSE)

- Ensuring that staff systematically maintain accurate and detailed written records of all aspects of pupil's work in order for accreditation (ASDAN etc)
- Ensure that relevant and appropriate accreditation pathways are available to all pupils
- Monitor the welfare of pupils, helping to prepare reports to the school Senior Leadership Team, CEO, Trustees and Governing Body.
- Ensure that appropriate communication and liaison exists with parents and families, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all pupil records and information are stored according to DfE regulations.

Staff Leadership and Management

As delegated by the Executive Head:

- In partnership with the HR team, ensure that all staff are recruited according to BeyondAutism policies, conforming to legal disclosure and barring procedures and receive induction training and support to meet the needs of all pupils.
- Create a climate of support and trust within the school in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and in which the leadership team is supported in its decisions.
- Ensure that staff resources and all other school resources are effectively and efficiently managed to benefit pupils and that BeyondAutism Schools attract and retain high quality staff from trainees to specialists.
- Ensure that the management of staff performance is carried out and reported according to BeyondAutism policy.

Parents and Families

As delegated by the Executive Head:

- Manage communication and meetings with parents and carers, including routine (EHCP and Annual Review meetings) and exceptional meetings.
- Support the range of communication channels between Supervisors, parents and stakeholders for all matters relating to pupil welfare and progress across the schools
- Have strategic oversight of the organisation of parental events, e.g. resource making, curriculum information, open days and other events.
- Develop and maintain strong relationships with parents and support pupils and families in developing life skills and maximum independence in order to access appropriate and fulfilling destinations.
- Promote and model good relationships with parents, managing challenging conversations based on partnerships to support and improve.

Training and professional development

- Liaise with the Senior Leadership Team and advisers to ensure that induction and other training results in a well-trained expert school staff group.

Resource Management

As delegated by the Executive Head:

- Support Senior Leaders in the preparation and management and oversight of budgets
- Ensure the efficient use of financial resources, spending these against priorities agreed by BeyondAutism Senior Management Team and the Governing Body.

The Wider Community

With the Executive Head:

- To be an ambassador for the BeyondAutism Schools and represent its interests in an official capacity.
- To maintain professional communication, working collaboratively with Local Authorities, Health authorities, the DfE, Ofsted and any other agencies responsible for pupils' and their families' educational and pastoral needs.
- Maintain and develop inclusion opportunities for Tram House School pupils.

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

Closing date: Monday 18th April at 12pm

Interview date week beginning: Monday 25th April

Start date: ASAP or September 2022