

Full job description

Join us in shaping the future of education as our Head of School!

We have a fantastic opportunity to join our In toto ed team in Peterborough and make a real difference to our students lives. We are passionate about unlocking each student's potential through offering an alternative to mainstream education. Our vision is for every student to feel safe and happy, to achieve their potential and have a bright future.

We teach in small groups with a dedicated and experienced teaching team, with the aim that each student is given individual attention and care. We create individual learning packages to ensure that our students needs are supported.

At In toto ed we can provide more than just a job in education. We can offer you a career where you can develop your skills and knowledge while making a difference to students lives. We will support you to map out your career trajectory and help you achieve your professional ambitions. If you want to learn more about In toto ed please visit our website www.in-toto-ed.com

Purpose

We are looking for an experienced, committed, and dynamic individual to work with our Head of School to lead our education service.

The responsibilities outlined in this job description may be modified by the Director and the Director of HR, Compliance and Safeguarding, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The Head of school will lead in bringing to life In toto ed's Mission and Vision.

The Head of School is jointly responsible for bringing to life In Toto Ed's Mission and Vision. The successful candidate will possess qualifications, skills, and experience appropriate to this position. Our focus is to empower our students to become well-rounded individuals with a strong ethical and moral character, whilst understanding, embracing, and celebrating SEND and additional individual need(s).

Aims of the post

- To safeguard the wellbeing and safety of students.
- To take overall responsibility for the provision for the students.
- To ensure that procedures, routines, and rules are properly understood and observed by both students and staff.
- To develop an inclusive community and family spirit
- Run the school on a day-to-day basis

We are looking for someone who is:

- Dynamic, self-motivated, and well organised
- Excellent leader in developing staff and dealing with students, parents/carers, and outside agencies
- Skilled to generate positive approaches to learning
- Excellent communication skills both verbally and written
- Organised, diligent and willing to think creatively

As the Head of School, you will be required to:

- Take a full and active part in School Leadership Team meetings.
- Assist in the formulation, discussion, and implementation of the School Development Plan.
- Lead on the appointment of teaching and support staff.
- Assist the Director in identifying staff needs and other issues at In Toto Ed that require attention.
- Share in the appraisal of members of staff
- Observe teaching and monitor student outcomes
- Show prospective parents around the school as required and organise promotional and marketing events, as required.
- Line manage staff within the centre
- Apply and create all policies and procedures appropriately.
- Plan and deliver inset and staff meetings
- Plan annual results days and Prize Giving/Celebration events and coffee mornings
- Ensure the promotion of a positive and innovative learning environment, where learners can reach their full potential, and learning is engaging and challenging.
- Work with the Director on timetabling
- Support and develop the professional learning programs and development opportunities for staff
- Coordinate referrals, annual reviews, and parental contact
- Monitor student progress
- Ensure a positive and supportive model exists for staff assessment and development. Support and develop the professional learning programs and development opportunities for staff.
- Create conditions conducive to team building, staff welfare and pastoral care.
- Promote and develop an educational community that encourages and welcomes new and existing teachers.
- Build capacity within the team and distribute leadership as appropriate.
- Maintain close communication with parents/carers and provide opportunities for them and other family members to engage in In Toto Ed activities.
- Foster good relationships with parents/carers by providing a ready flow of information about In Toto Ed and their children's/young person's development.
- Modelling high standards of professional behaviour, setting an example for the community.
- Attending all In Toto Ed events, as required.
- Promote and develop an In Toto Ed community that encourages and welcomes new and existing families, through accessible and timely communication.
- Organise the daily cover schedule.
- Travel to other In Toto Ed schools, as required.
- Oversee the school budget

- Ensure school trips take place on a regular basis and oversee the relevant paperwork through Evolve.
- Work with the Exams Officer and Head of Quality on registration for academic and vocational qualifications.

What In toto ed offers in return:

- Unlimited access to an award winning CPD platform
- Fully funded Level 3 First Aid Qualification for all staff
- Fully funded enhanced DBS
- Accredited support through QTLS
- Training grants for qualifications
- Access to extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme which includes varied types of counselling, 24/7, 365 confidential helpline, mental health crisis phone support.
- Access to my healthy advantage app which includes: wellness plans, rewards including discounts with a variety of retailers including travel agents and gyms.
- Company gym membership
- Small class groups
- Employee recognition and service awards
- Casual Dress Code
- Company pension
- Free Specsavers eye test
- Work Laptop or MacBook provided
- Free tea and coffee

Safeguarding and Well-being

To be the School's Designated Safeguarding Lead (DSL). The responsibilities for this role are stated in full in the whole school Safeguarding Policy.

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

This job description indicates the expectations of staff. Job descriptions are not exhaustive, and you may be required to undertake other duties when required

Job Types: Full-time, Permanent

Pay: £47,187.00-£58,969.00 per year

Work Location: In person

Application deadline: 14/06/2024

Expected start date: 02/09/2024