

## Head of Vocational Centre and Upper School Department

### JOB DESCRIPTION AND PERSON SPECIFICATION

2022-2023

<b>Job Title:</b>	Head of Vocational Centre and Upper School Department
<b>Salary:</b>	Leadership scale 4-8
<b>Hours:</b>	Full-time
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Executive Principal/ Head of School
<b>Responsible for:</b>	The Vocational Centre and Upper School Department

<b>1.</b>	<b>Main Purpose</b>
	<ul style="list-style-type: none"> <li>To lead the effective and efficient functioning of the Vocational Centre and Upper School Department.</li> <li>Acts as leader and Lead teacher for the Vocational Centre and Upper School Department – modelling, articulating and ensuring the development and implementation of high-quality provision and practice.</li> <li>Leads on day-to-day performance and improvement for staff within the Vocational Centre and Upper School Department at Exeter House School.</li> <li>Leads the development of collaboration, knowledge, skills and understanding within the department and across the other departments including that with relevant outside groups/ bodies.</li> <li>Works with the department heads at Exeter House and leadership of the school(s) to develop provision and improve student outcomes.</li> <li>Ensures that the upper school department through its curriculum, structure and approach acts as a central vehicle, at Exeter House School, to prepare of young people for life beyond school.</li> </ul>
<b>2.</b>	<b>Duties and responsibilities</b>
	<p><b>Qualities and knowledge</b></p> <ul style="list-style-type: none"> <li>Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.</li> <li>Articulates a vision and approach for inclusion that is coherent with the values and vision of the Trust and lead by example in bringing this to fruition.</li> <li>Articulate and advocate for the Trust and the development of the Trust as central to the growth and development of the individual academies.</li> <li>Build positive relationships with all members of the school communities, showing positive attitudes to them.</li> <li>Keep up to date with developments in education, and have a good knowledge of education – with particular reference to SEND, curriculum and teaching and learning development within this area.</li> <li>Communicates the vision across the centre compellingly.</li> <li>Seeks training and continuing professional development to meet own needs.</li> </ul>
	<p><b>Pupils and staff</b></p> <ul style="list-style-type: none"> <li>Demands ambitious standards for all pupils within the Upper School Department instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.</li> <li>Ensures excellent teaching across the Upper School Department, developing collaboration and seeking support and development from the wider infrastructure of the school as is required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Embeds a culture of 'open classrooms' as a basis for sharing best/ leading practice – recognizing the key facets of effective collaboration within a self-improving school system.</li> <li>• Ensures an ethos within which staff within the Upper School Department are motivated and supported to develop their skills and knowledge.</li> <li>• Identifies emerging talents, coaching those within the Upper School Department to develop further.</li> <li>• Holds staff within the Upper School Department to account for their professional conduct and practice.</li> <li>• To undertake a role as DDSL to meet the safeguarding roles and requirements of the school under the direction of the DSL.</li> </ul>
	<p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>• Ensures that a clear and well-articulated curriculum is followed in and across the Vocational Centre and Upper School that takes full account of the preparation for adulthood work.</li> <li>• Ensures that the quality and consistency of the day-to-day teaching across the Vocational Centre and Upper School and leads by example in the area.</li> <li>• Ensures that priorities in this area of the school are clearly identified, articulated and responded to – working with colleagues to meet them effectively and efficiently.</li> <li>• Ensures ongoing development of skills and progression for students across the Vocational Centre and Upper School.</li> <li>• Ensures that work within the Vocational Centre links fluidly with the work undertaken in other departments and across the different pathways.</li> <li>• Oversee the day-to-day operational running of the Vocational Centre including staffing and staff deployment, adherence to Health and Safety requirements, overseeing the opening and locking up of the centre.</li> </ul>
	<p><b>The self-improving school system</b></p> <ul style="list-style-type: none"> <li>• Creates outward-facing centre which work with other areas within both Exeter House but also with schools, centres and organisations beyond the school.</li> <li>• Develops effective relationships and interchange with fellow professionals.</li> <li>• Models responsive, adaptive and innovative approaches to teaching and learning and curriculum improvement.</li> <li>• Inspires and influences others to believe in the fundamental importance of education in young people's lives and to promote the value of education and inclusion.</li> </ul>
	<p><b>Other areas of responsibility</b></p> <p>The Head of the Vocational Centre and Upper School will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>As a leader within Exeter House School and Somerset Education Trust you will be expected to take on relevant and delegated responsibilities in agreement with the Head of School/ Executive Principal and be an active advocate for the Trust, its values and its development.</p>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** .....

**Next review date:** .....

**Line manager's signature:** ..... **Date:** .....

**Postholder's signature:** ..... **Date:** .....

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree.</li> <li>• Evidence of further relevant training and development relevant to the role.</li> <li>• DDSL responsibility (training will be given).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience as a teacher with a relevant skill set to meet the needs and demands of this role.</li> <li>• Proven and relevant teaching experience with the knowledge and skills to improve and develop teaching quality and standards.</li> <li>• Experience of working with a range of pupils with SEND.</li> <li>• Experience of using data/ other information to understand and better meet need for students.</li> <li>• Demonstrable experience of successful collaboration with others that has led to improved performance/ student outcomes.</li> <li>• Experience of leading a team.</li> <li>• Experience of working with other people, classes or schools to develop collaboration and understanding.</li> <li>• Experience or understanding of working within a multi-academy Trust.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of communication to support change and development.</li> <li>• Understanding of teaching and learning improvement strategies and how to implement them.</li> <li>• Data/ information analysis skills, and the ability to use data/ information to set targets and identify areas for development.</li> <li>• Understanding of high-quality teaching and knowledge of strategies how to support and develop this in others.</li> <li>• Understanding of inclusion and how this can be used to develop and enhance schools.</li> <li>• Knowledge and understanding of careers and preparation for adulthood work for pupils with SEND.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust.</li> <li>• A commitment to inclusion and the development of this within the Vocational Centre and the school as a whole.</li> <li>• A commitment to working in collaboration with others to achieve the best possible outcomes.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>