

## Job Description

**Post title:** Head of Education - East

**Salary:** £45,000 + £5k Car Allowance

**Reporting to:** Director of Education/Operations Director

**Responsible for:**

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### Duties and Responsibilities

- To lead and manage all delegated northern**care** Schools.
- Work collaboratively with other senior educationalists within the Company to ensure the highest quality reaching and learning takes place within northern**care** schools.
- Whilst the postholder will be responsible for a number of schools within a geographical area, the postholder will be expected to provide support and guidance to all northern**care** schools dependent upon the exigencies of the service.
- To assist the Director of Education and/or Operations Director with the development of northern**care** Schools' strategic policy and to help formulate northern**care** Schools Improvement Plan.
- Develop Education models that are fit for purpose balancing the business needs of the Company against pupil's educational attainment and compliance with regulatory requirements.
- Develop and implement a comprehensive curriculum which meets the educational requirements of pupils as well as developing the Young Person's self esteem and ability to function independently.
- To participate in the appointment of new staff.
- To manage the induction of new staff to northern**care** Schools.
- To promote the professional development of staff taking into account their individual needs, the needs of the schools and northern**care** business needs.
- Be responsible for effective communication with the Chief Executive, Director of Education, Operations Director, Children's Champions and Service Managers.
- To monitor staff attendance in your group of schools.
- To process communications within northern**care** Schools and northern**care** teachers.
- To organise National and regional meetings as required.

- To monitor and evaluate teaching and learning, planning and assessment within your group of schools.
- To be a member of the Senior Management Team and as such be available for meetings.
- To produce monthly reports concerning monitoring and development within your group of schools.
- To promote northern**care** Schools via liaison with other professional bodies such as Health and Social Care, OfSTED, LEAs Training Providers, business and relevant others.
- To monitor the Education Budget.
- To undertake staff training and development.
- To ensure all requirements for OfSTED are met.

**Health and Safety**

You are required to cooperate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company Policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions that present a safety risk.

**Equal Opportunities**

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies Equal Opportunities Policy and Guide to Equality document.

**Statement**

This Job Description forms part of your Main Terms and Conditions of Employment. However, the above duties do not include or define all tasks that may be required by the postholder. The Company reserves the right to review and amend any part of the Job Description as and when deemed necessary for the purposes of the performance of your duties.

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**Signed (Employer):**

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**Signed (Employee):**

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**Date:**

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**northern care Schools**  
**Person Specification**  
**Education Manager**

Applicants should:

	ESSENTIAL	DESIRABLE
EXPERIENCE	Be a qualified teacher with a record of successful teaching of children and young people with challenging behaviour	Have experience in mainstream and special schools
SKILLS AND ABILITIES	<p>Have a proven record of successfully undertaking leadership and management tasks in a school</p> <p>Have an understanding of the management of schools</p> <p>Have an awareness of recent developments within education and their implications for independent schools</p> <p>Have a knowledge and understanding of the regulatory framework and the requirements of OfSTED.</p> <p>Be willing to work collaboratively with colleagues</p> <p>Stay calm under pressure and retain a flexibility of approach to demanding and time consuming issues</p> <p>Be able to deal effectively and efficiently with the many tasks that arise and maintain a sense of purpose</p>	

	<p>Have a vision of the education of children and young people with special needs extending beyond the confines of a small independent school</p> <p>Be committed to ensuring that northern<b>care</b> Schools provide an excellent standard of education for all the pupils</p> <p>Be able to develop strong links with local schools and colleges to ensure pupils are given the opportunity of mainstream experiences wherever possible</p> <p>Ability to lead and motivate staff and promote positive relationships</p> <p>Excellent communication skills with teachers, managers and external agencies</p> <p>Have experience of curriculum development and planning</p>	
TRAINING	Have evidence of recent professional development	Have evidence of further study
EDUCATION/ Qualifications	Be a qualified teacher	Have a qualification, or evidence of significant professional studies in special education
OTHER REQUIRMENTS	To be able to travel extensively to all northern <b>care</b> Schools throughout the Country	