

**JOB TITLE: Associate Head of School (L11-L15)**

**LOCATION: Mayfield School**

## **1.0 JOB PURPOSE:**

To work as part of the Senior Leadership team across a range of areas so that there are improvements in terms of the quality of education and the experiences that the students have as part of Mayfield School. It will involve ensuring that in the broad areas of: Teaching, Learning and Assessment, Curriculum, CPD and Climate for Learning, there are effective systems and processes and an approach underpinned by the ethos of 'better never ends'.

The work will involve all aspects of school management and leadership of key strategic areas. You will be expected to play an active role in the collaboration between EIAT establishments that leads to cohesion and has a positive impact on students, staff and families.

Specific areas of responsibility will be decided based upon the particular skills set of the successful candidate at this moment in time and the needs of the school.

To work with all colleagues to ensure that the EIAT values - Engage, Include, Apply, Together – guide our approaches and are explicit and developed in a coherent and consistent way across Mayfield School and the other establishments.

## **2.0 DUTIES AND RESPONSIBILITIES:**

### **Strategy and change**

- Work collaboratively with the Senior Leadership Team (SLT) on the full range of leadership and management issues regarding Mayfield School at both sites and be prepared to lead and manage at different times.
- Work in Collaboration with colleagues across EIAT to support improvements and innovation.
- Work with the SLT, Local Governing Body to effectively lead and manage operational and strategic change and developments at Mayfield School.
- To play an active role in the development and improvement planning processes for Mayfield School. For example, ensuring that best practice is integrated and time and resources are allocated for collaboration.
- To play a leading role in the creation, implementation and development of the Mayfield School Development Plan.
- Use both internal and external data and evidence to inform approaches at Mayfield School.
- Act as a mentor to aspiring, and current, middle leaders and designated colleagues.
- As part of a team, provide induction to new members of Mayfield School in terms of our approaches and the values that underpin it.
- Play a key role in Quality Assurance procedures in terms of teaching, learning and assessment and curriculum provision.
- Work with others to ensure that on a day-to-day basis, the climate for learning is calm and that there is a high level of attention to detail in ensuring that the environment is conducive to learning.
- Collaborate to ensure that our school environment – inside and outside – supports the needs of the students.
- To write and develop effective risk assessments and play a full role in educational visits and activities.

- To ensure that Mayfield School has effective partnership arrangements with other similar establishments and also mainstream providers outside of EIAT.
- Engage with students and families in the development of our approaches.

- Work with others to ensure that there are learning experiences provided for our students that involve them collaborating (physically and / or virtually) across establishments
- Ensure that there is a cohesive approach to preparing students for adulthood through the curriculum at Mayfield School.
- Ensure that the EIAT motto of 'Better Never Ends' informs our approaches to improving in key areas. This will involve providing effective feedback and facilitating appropriate CPD for colleagues.
- Ensure that the work of staff at Mayfield would not put them at risk in terms of Ofsted and would support successful judgements in inspections.
- Build links with partners to the benefit of establishments, individually and collectively.

### **Financial management and compliance**

- Manage relevant budgets and deploy resources in a way that has a positive impact on students.
- Work alongside others to ensure that the work of Mayfield School is compliant and fit for purpose.
- Contribute to the decision-making processes in terms of resource allocation.

### **Governance**

- Attend, participate, report and present in LGB meetings.
- Develop and review policies in all areas of responsibility.
- Liaise regularly with LGB members and provide support and guidance to enable current and future members to effectively discharge the role.

### **Other Duties**

- Any other reasonable tasks commensurate with the role to include before, during and after school duties as a member of the SLT to ensure the smooth running of Mayfield School.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Adhere to the ethos of EIAT, promote the agreed vision and aims of EIAT and set an example of personal integrity and professionalism.

### **Supervision received:**

Supervising Officer's Job Title: EHT

Level of supervision: Plan own work to ensure the meeting of defined objectives

	<b>Person Specification</b>
<b>QUALIFICATIONS</b>	<p>QTS</p> <p>Evidence of commitment to CPD throughout career</p>
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>	<p>Significant Senior Leadership experience.</p> <p>Substantial experience of working with students across the age and ability range in terms of SEND. This must include Primary and Secondary phase.</p> <p>Knowledge of a broad range of strategies that can meet the needs of different students on the autistic spectrum. Evidence of successful work with students in this regard.</p> <p>Demonstrable understanding of how the curriculum can have a huge impact on the lives of students and their families.</p> <p>Experience of playing a leading role in the development of teaching, learning and assessment.</p> <p>An understanding of how to develop innovative approaches that benefit our students, staff and families.</p> <p>Experience of working closely with families to enhance family wellbeing and ensure that there are genuine home to school partnerships.</p> <p>Significant experience of work in a highly connected organization with a large number of adults and different teams.</p> <p>A willingness to work at other current or future EIAT establishments should the need arise.</p> <p>Understanding of the complexity of change and different approaches to bringing about change and improvement.</p> <p>Significant experience of working with establishments at different stages of the improvement process.</p> <p>Experience of balancing competing priorities in large establishments so that the focus remains on the most important issues.</p> <p>Experience of Ofsted inspections and a willingness to play a key role in ensuring that Mayfield achieves successful outcomes during its next inspections</p> <p>Experience of a range of challenging situations with successful outcomes. Experience of effectively leading teams.</p> <p>Experience of working collaboratively with a range of people. Experience of guiding innovation in a disciplined way.</p> <p>Experience of working closely with the Local Authority, or similar groups, with the aim of resolving complex problems</p> <p>Familiarity of financial processes and procedures</p>

	<p>High level of IT competence, literacy and numeracy skills</p> <p>Experience of managing budgets.</p>
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<b>PERSONAL AND PROFESSIONAL QUALITIES</b>	<p>Excellent relationships with students, staff and families</p> <p>Very high levels of emotional intelligence</p>
	<p>High levels of empathy and a commitment to social justice and transformation</p> <p>Excellent ability to read situations, 'take the temperature' and act accordingly</p> <p>Reflective, self-aware and ability to acknowledge when things don't work out accordingly and act to improve for the future.</p> <p>Able to articulate approaches with clarity.</p> <p>Effective use of own time and consideration of the impact of your work on the time of others.</p> <p>Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.</p> <p>Excellent skills in strategic planning and strategic management of financial resources.</p> <p>Capacity to spot opportunities or develop alternative approaches that improve effectiveness or outcomes as well as solving problems.</p> <p>Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.</p> <p>Capacity to work under pressure to meet deadlines and organisational priorities.</p> <p>Good leadership skills and ability to inspire and support colleagues to strive to improve.</p> <p>Commitment to personal development and CPD.</p> <p>Flexible in terms of working patterns and evolution of the role.</p>
<b>OTHER</b>	<p>Driving license, own transport and willingness to travel between sites.</p>

