

**JOB PURPOSE:**

To lead and develop a bespoke specialist therapeutic educational service for young people with Autism and associated conditions in a variety of environments, including a registered specialist school and Alternative Provision, ensuring high-quality, individualised educational outcomes.

**LINE MANAGEMENT:**

The Head of Education will report to the Proprietors/Directors, with additional reporting responsibilities to the Governance Committee.

**MAIN RESPONSIBILITIES:**

- Demonstrate an innovative approach to education
- Develop the educational offer in line with the organisational values: Nurturing Belonging, Supporting Growth, Inspiring Change
- Develop, implement and monitor an innovative, robust and aspirational curriculum for learners at the school where education and clinical practice are seamlessly integrated.
- Play a pivotal role in supporting our aims and ambitions to develop/extend our current service and in maintaining a high-quality existing provision
- Work with the leadership team to manage the day-to-day running of the service and take key responsibility for the educational provision in line with Ofsted inspection criteria and the Independent School Standards
- Be an integral member of the Senior Management Team, working alongside the team to shape and execute the Service Development Plan
- Work within a committed multi-discipline team and approach, addressing the educational and therapeutic needs of the young person and family to create and deliver an effective service and strong curriculum offer, demonstrating high aspirations for all learners
- Build positive relationships with our clients, families, staff team, external agencies and local education authorities / commissioning bodies

- Model leadership and coaching, ensuring staff have the skills they require to inspire high quality teaching and learning that delivers a variety of educational programs available within our service
- Deliver effective supervision, appraisal and performance management where required
- Be reflective with high expectations of achievement, behaviour, and a passion for self and service improvement
- Contribute fresh ideas, talents and build on our strengths, working collaboratively with colleagues across the service and other schools / provisions / services
- Use assessment tools, using the information to identify needs and monitor progress as appropriate. Be willing to learn new assessment programmes where required
- Be familiar with the educational landscape for Special Educational Needs and keep abreast of new policies / legislation / standards / initiatives that may impact the service
- Be familiar with Ofsted and the processes associated with this regulatory body
- Contribute to and lead Ofsted and other regulatory body inspections, with responsibility for agreed action plans
- Be an excellent, inspirational, optimistic and resilient leader and teacher
- Manage young people whose behaviour at times can be challenging (with training provided)
- Utilise excellent interpersonal /communication skills (written and oral)
- Have an ability to follow procedures and keep to deadlines
- Can demonstrate excellent organisational and time management skills
- Ensure the health and safety of young people, families and staff including any visitors to the site
- Report and respond to any child protection / safeguarding concerns in line with MSA procedures in addition to understanding how to safeguard and protect young people within a DSL Role
- Undertake the required training/qualifications as agreed to enhance your role
- Maintain confidentiality and be mindful of security of sensitive information at all times
- Be committed to safeguarding and be willing to undertake a full DBS and appropriate safer recruitment checks.

### MINDSENSEABILITY (MSA) OFFERS:

- A service which is supportive and aspirational
- An opportunity to influence the development of the MSA provision
- Induction so you will be welcomed in as part of our team from the start
- A commitment to continuing professional development
- Directors and colleagues who will listen, support, challenge and welcome your ideas

### HEALTH AND SAFETY:

To abide by all MSA policies and procedures.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes providing and managing a safe and secure environment for staff and students, following the guidance set out in the Independent School Standards.

### SAFER RECRUITMENT & SAFEGUARDING:

This post is subject to an Enhanced DBS check with relevant barred list checks, which will be renewed 3-yearly. Staff are encouraged to join the update service.

MSA is committed to safeguarding and promoting the welfare of young people and vulnerable adults. **We expect all employees to share this commitment.** We will ensure that all our recruitment and selection practices reflect this commitment.

**PERSON SPECIFICATION:**

The Head of Education will be part of MSA’s leadership team; they should be an outstanding leader with a clear insight into strategic leadership with a proven track record of school improvement.

They should have initiative and be keen for growth with high aspirations for self and others. They must be dedicated to providing a high-quality service and committed to projecting a professional image for MSA.

<b>Essential Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (UK)</li> <li>• Degree</li> </ul>
<b>Desirable Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Specialist subject interest/qualifications</li> <li>• SENCO training/Therapeutic Intervention training/Clinical experience</li> <li>• NPQH qualification</li> </ul>
<b>Essential Experience, Skills and Knowledge</b>	<p>Experience</p> <ul style="list-style-type: none"> <li>• Excellent management, organisational and leadership skills with a history of being an outstanding professional</li> <li>• Able to further develop, monitor and support high quality teaching and learning that is aspirational and ensures progress</li> <li>• Proven experience as a teacher with 5 years+ experience within an educational setting</li> <li>• Proven experience as a Designated Safeguarding Lead (DSL)</li> <li>• Working with and understanding autism, mental health conditions and attachment disorders</li> <li>• Planning and delivering a bespoke educational programme that has been developed and meets the needs of each young person</li> <li>• Managing young people whose behaviour can be challenging</li> <li>• Supporting parents, carers and families, leading with compassion</li> <li>• Participating in the development of future innovations for the service</li> <li>• Contributing to policy and planning</li> <li>• Be familiar with Ofsted and the processes associated with the regulatory body</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• Preparing reports</li> <li>• Strong interpersonal skills to help you relate to students, staff and external agencies professionally</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to undertake further training when required to meet the needs of the service</li> <li>• Creative, collaborative and flexible approach to work</li> <li>• IT skills in areas such as word processing, excel, and the use of the internet and social media</li> <li>• Management, supervision and team building skills which can be used to support and enhance the education/outreach department</li> <li>• Excellent written and oral communication skills</li> <li>• The ability to work alone, and within the community (e.g. family homes), without direct supervision</li> <li>• The ability to problem solve when dealing with challenging situations</li> <li>• Can successfully organise, prioritise and manage their time</li> <li>• Holds a positive attitude to the job and takes pride in their work</li> <li>• The ability / willingness to reflect and ask for support; to accept advice from others and/or offer advice when needed</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Understanding of the SEND Code of Practice</li> <li>• Familiarity with the educational landscape for Special Educational Needs and the ability to keep abreast of new policies / legislation / standards / initiatives</li> <li>• Understanding of current educational policy and best practice</li> <li>• Knowledge of educational and/or therapeutic assessment methods and tracking pupil progress</li> <li>• Understand how to safeguard and protect young people</li> <li>• Knowledge of handling subject access requests, GDPR compliance and keeping robust records of incidents</li> </ul>
<p><b>Desirable Experience, Skills and Knowledge</b></p>	<p>Experience</p> <ul style="list-style-type: none"> <li>• Experience is working in a specialist or therapeutic setting</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Understanding of trauma-informed and neurodiversity-affirming approaches</li> <li>• Awareness of the Independent School Standards</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Have an Enhanced DBS</li> <li>• Holds a full driving licence with access to a car for community visits</li> </ul>

Signed in acknowledgement of the Job Description and Person Specification for the role of Head of Education.

EMPLOYEE SIGNATURE		
SIGNED	PRINT	DATE