

Willow Vale School

Job Description

Senior Leader – Development of on and offsite provision

Job Title: Senior Leader – Development of on and offsite provision

Salary Scale: L2-L6

Responsible to: Headteacher

Purpose of the Role

The senior leader will be for the day-to-day leadership, organisation and management of the West Somerset area within Willow Vale School. To develop the provision across the area for students who cannot attend mainstream school.

- As a Senior Leader, the postholder will ensure that they are working to the core values of the school at all times, ensuring they are building a unified provision supporting the Headteacher across a multi-site school.
- They will develop long term planning and oversight of delivery of Education for all students in the West Somerset area. This will be in a centre, but also in other localities including homes, Alternative provisions, libraries, and other suitable sites.
- They will oversee transitions in and out of this area provision, for students across all key stages.
- To lead other staff to ensure that all young people and their families are supported and accessing an Education suitable for their needs.
- To build relationships and work with other professionals such as school and AP staff.
- They will work closely with the Deputy Headteacher for Teaching and Learning
- Where children need interventions to support their core skills, they will make appropriate referrals and ensure timely support, monitoring the impact and progress closely.
- They will work closely with Deputy Headteacher for Teaching and Learning to pull assessment data together to analyse and report on whole school progress and achievement.
- They will be the first point of contact for parents and children, ensuring effective communication.
- They will be a DDSL and support the Safeguarding team, addressing concerns swiftly, ensuring recording is timely and thorough.
- The postholder will have a teaching commitment.

Key Responsibilities

Safeguarding, Child Protection & Welfare

Act as DDSL, supporting the DSL with ensuring statutory compliance, culture of vigilance and strong professional practice.
Ensure concerns are reported timely, actions taken in communication with the DSL and chronologies are kept up to date.
Ensure there is an effective and strong safeguarding culture across the school.
Have oversight of attendance for children, ensuring coding is accurately recorded, welfare visits are prioritised when children are absent and there is a continued drive for improvement in attendance.
Oversee behaviour, ensure expectations are clear and consistently followed. Ensure that staff are working in a relational and trauma-informed way at all times.
Analyse behaviour and attendance for children, referring to specific interventions where needed and ensuring parents and professionals are communicated with effectively.

Leadership

At all times, lead the vision and values of the school, be an active and positive part of the leadership team, contributing to school evaluation and improvement.
Be analytical with data, ask curious questions and always strive to improve what we do and work positively with the Headteacher to ensure excellence in the provision that we provide.
Manage the day-to-day operations of all across the area, allocating staff
Oversee part-time timetables for children in the centre, ensuring these are reviewed every two weeks with parents signature and clear safeguarding provision. Ensure that all part-time timetables have been agreed by the DSL and/or Headteacher.
Be responsible for the health and safety of sites, ensuring that risk assessments are in place for activities and specific areas of the centre. Ensure close liaison with the site team around specific areas such as kitchens, workshops, science or art rooms etc and ensuring that the relevant COSHH and other policies are adhered to at all times.
Be the main point of contact for parents and carers, ensuring effective and regular communication, oversee parent evenings and events. Work with parents through induction and enrolment procedures and make appropriate referrals for support.
Working closely with the Deputy Headteachers and other leaders, ensure the curriculum is implemented as planned and are visible to coach, mentor and support teaching and support staff to implement the curriculum and provision effectively to meet the needs of the children

Curriculum

Oversee the phonics and reading across the area, .
Ensure children across all key stages are entered for appropriate tests and examinations according to key stage requirements.
Track pupils progress and attainment in subject areas, ensuring they are in the appropriate teaching groups and entered for the appropriate and relevant examinations and accreditations.
Support the Deputy Headteacher with examinations, specifically within the core subject areas.
Work closely with other leaders to ensure consistency for staff and students in this area
Where children have identified barriers to learning, make appropriate referrals for interventions to support their learning, to develop strategies to overcome barriers and track and monitor the impact.

Teaching and Learning

Carry out teaching duties as identified on the whole school timetable, ensuring high-quality education for the children they teach.
Work with the Teacher Standards and ensure these are met in terms of planning, delivery and management within the classroom.
Deliver both face to face lessons and online as required.
Work alongside teachers to model, coach, support and shadow to enable them to develop and improve practice.
Support the assessment of children within the centre, through the collation of appropriate data, ensuring that teaching staff follow the assessment framework for the school.
Support the wider senior leadership team through examinations, acting as a key part in the team as identified by the Headteacher.

Leadership of staff

Support new staff through acting as a mentor and a point of contact to ensure their probation and start to the school is successful.
Carry out appraisal meetings and line management meetings for teaching and support staff within the centre as identified through the school's staffing structure.
Carry out specific meetings with staff including return to work, low level concerns and professional meetings around teaching and learning, behaviour management and other relevant meetings as required.

Hold staff to account and support them to meet the requirements of the code of conduct for the school, following key policies and ensuring they are acting as a role model for the children at all times.

Partnerships, Agencies & Community

Lead strong professional relationships with families, promoting trust, clear communication and supportive challenge.

Coordinate multi-agency working, ensuring effective, child-centred planning and accountability.

Engage with external partners to strengthen safeguarding, wellbeing and SEMH support across the school.

Additional Expectations

- The role is for Willow Vale School and there will be a requirement to provide leadership for any centre across the school.
- Maintain up-to-date DSL training and engage in ongoing professional development.
- Uphold statutory safeguarding responsibilities and model safe, professional conduct.
- Expectation of up to 2 days teaching.
- Fulfil any additional duties reasonably requested by the Headteacher.