

Job Title *Executive Headteacher*

Responsible to *Regional Director*

Managing Director

JOB PURPOSE

- To set lead and manage the direction and ethos of a portfolio of schools with multiple complexities, providing high quality educational needs whilst adhering to regulatory, quality and Acorn standards at all times.

KEY TASK AREAS & RESPONSIBILITIES

Ensure a high quality and compliant Special Education Needs provision across the portfolio of schools

- Set and define the ethos, vision and working practices of each of the schools
- Conduct reviews of each of the schools, analysing and assessing strengths and gaps to set direction for the teams
- Bring clarity of Ofsted requirements, translating these into everyday tasks
- Monitor, review and analyse school performance, driving action, improvement and maximisation of opportunities and driving sustainable solutions
- Ensure the right curriculums are in place to deliver the best pupil outcomes and levels of engagement
- Analyse pupil outcome progression, focussing and driving improvements and celebrating successes
- Provide governance input and contribution to drive quality standards and practices
- Maintain high levels of legislative and regulatory understanding, effectively communicating these to the teams
- Ensure all inspections and audits are fully prepared for
- Ensure the provision of a safe and compliant environment conducive to learning

Drive and lead the high performance of each school to achieve outstanding levels of SEN provision

- Set stretching targets and expectations for Headteachers, Head's of Education and the portfolio of staff
- Ensure that training, CPD and development requirements are met and drive value for the school and individual
- Assess future learning needs and education opportunities, creating and driving a plan to address these
- Ensure accurate and timely performance management/appraisal and development of Heads of School/Headteachers
- Monitor and review the quality and timely performance management of all colleagues
- Provide direction and challenge on sustaining and maintaining teaching and learning standards
- Drive improvement plans across the portfolio
- Ensure talent is identified, deploying strengths and expertise within the school
- Coach and develop the team to maximise their performance and potential to deliver the best outcomes
- Conduct and calibrate lesson observations to drive standards
- Ensure that resourcing levels are appropriate to drive quality outcomes and deliver value for money

Lead the provision of a commercially viable and high quality portfolio of care and education provision

- Contribute to budget development across the portfolio
- Provide key decision making on all CAPEX to ensure the best value and outcomes are achieved
- Set and define budget allocation across the portfolio
- Analyse, monitor and review budget performance to drive focus
- Drive activities that align to EBITDA expectations without compromising on quality
- Provide robust and accurate financial reconciliation on variance reporting
- Ensure that communication mediums used drive interest and referrals for growth agenda

Maximise business opportunities to grow the portfolio

- Develop, promote and protect the portfolio reputation and service offering
- Analyse current and future needs and shape the provision to match these
- Direct and drive the marketing of the portfolio and associated activities (good news stories, achievements, open days etc)
- Identify, develop and maintain positive stakeholder relationships at multiple levels
- Proactive management of stakeholder expectations
- Proactively promote and market the service proposition to generate interest and future referrals
- Identify, act upon and maximise opportunities to meet portfolio capacity and grow this where appropriate

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Agree and set the holistic and long term referral capability and capacity for the portfolio

- Lead the assessment and challenge of referrals for the best interest of the pupil and the school
- Maintain positive and frequent contact with Local Authorities and commissioning bodies for current and future referrals
- Guide and drive best practice and best placement/accommodation of referrals
- Provide challenge to multiple parties to ensure best placement is achieved (LAs, Social Workers etc)
- Utilise central roles and colleagues to meet and drive referral standards
- Ensure that placements plans are of high quality
- Ensure and monitor team engagement and preparation to deliver the best care and education outcomes

Set and lead the safeguarding agenda for the portfolio

- Ensure that safeguarding policy is in place, fit for purpose and adhered to across the portfolio
- Monitor and ensure practices are at standard across the spectrum of recruitment, reporting, documentation, compliance, Health and Safety, visits, curriculum, whistle blowing etc
- Lead, manage and oversee all allegations through to conclusion
- Provide decision making and escalation on allegations and investigations

- Ensure that policies meet the specific and complex needs of the portfolio

KEY MEASURES OF SUCCESS

Ensure a high quality and compliant Special Education Needs provision across the portfolio of schools

- Regulatory and quality standards are at good or above
- Portfolio KPIs are achieved within agreed timescales
- Pupil progression targets are met
- 100% audits and inspections are successfully achieved

Drive and lead the high performance of each school to achieve outstanding levels of SEN provision

- All colleagues have PDPs in place
- 100% of performance management activities are conducted to quality and time requirements
- All training and CPD requirements are met within agreed timescales
- Portfolio is resourced appropriately
- Succession plans are in place across the portfolio
- Pupil feedback is at target level

Lead the provision of a commercially viable and high-quality portfolio of care and education provision

- Budget requirements are met across the portfolio
- Quality and profit targets are met across the portfolio
- 100% of reporting is accurate and delivered on time

Maximise business opportunities to grow the portfolio

- Stakeholder feedback is positive
- Targeted referrals are met
- All opportunities are explored
- Targeted opportunities are maximised

Agree and set the holistic and long-term referral capability and capacity for the portfolio

- All referrals are best fit for the pupil and the school
- 100% of placements plans in place and delivered on
- LA, commissioning body feedback is at target level

Set and lead the safeguarding agenda for the portfolio

- 100% compliance achieved across the portfolio
- All allegations are resolved within agreed timescales
- 100% policies are accurate and up to date within agreed timescales
- Target reduction of risks achieved within agreed timescales