



<b>Pay Scale:</b>	Leadership scale (Outer London), range L28-L32 <i>(Increasing to L35 on full expansion)</i>
<b>Contract:</b>	Full Time, Permanent
<b>Accountable to:</b>	CEO, the Auriga Academy Trust Board and Local Governing Body
<b>Locations:</b>	<b>Primary:</b> Buckingham Road, Hampton, TW12 3LT <b>Secondary:</b> The Richmond Education and Enterprise Campus, Egerton Road, Twickenham, TW2 7SL <b>Gateway:</b> Twickenham School, Percy Road, Twickenham, TW2 6JW <b>New Proposed Campus:</b> Ham, Richmond

**Core Purpose of the Job**

Clarendon School is part of the Auriga Academy Trust, which also includes Capella House School, the Gateway Centre and Strathmore School.

The core purpose of the job is to inspire and lead the school community by providing a coherent vision, strategic and creative leadership, and professional management for all parts of Clarendon School and The Gateway Centre, ensuring a high-quality inclusive education for all the pupils on roll.

The Head of Clarendon School will:

- have responsibility for ensuring the highest possible pupil outcomes through the delivery of a personalised and highly effective curriculum, the promotion of high-quality teaching and learning, the provision of outstanding care and support for learners, and a rich extra-curricular programme all of which lead to pupils from all backgrounds being prepared for their next phase of education and life
- lead Clarendon to develop and broaden its' expertise and act as a centre of excellence in meeting the needs of children with moderate and complex learning difficulties
- create, develop, lead and support the leadership team spread over multiple sites to work and collaborate as a single school leadership
- act as the public face and main advocate of the school to effectively represent its interests and those of the learners.
- support the CEO, Auriga Academy Trust and Local Governing Body to develop the outstanding provision at Clarendon School and build on the existing successes of the Trust.
- ensure that effective strategies, systems and support are in place to ensure the safeguarding of all children and young people in the school.
- address and meet the Headteacher Standards 2020.
- carry out their professional duties in accordance with and subject to the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually). These are over-riding requirements which cannot be amended.

**Liaison with:**

The Head of Clarendon School will be accountable to the Auriga Academy Trust CEO, Trust Board and Local Governing Body. The post-holder will be expected to:

- work closely with the CEO, ensuring they are kept informed, providing them with the timely information they require and request.
- network and liaise with the other Head Teachers and Heads of School, AAT staff, Teaching and Associate staff, external and community agencies, pupils, parents and governors to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching.

## **Key Responsibilities**

### **Strategy and Direction**

- working within the Trust, nurture and develop the school culture that celebrates the rich and diverse communities served by the school and of the global community.
- support the CEO, Trustees and Governors in ensuring the vision of the Auriga Academy Trust is clearly articulated, shared, understood and owned by all stakeholders.
- working with the CEO and Auriga Academy Trust partners to create and sustain the trust-wide ethos whilst developing and celebrating the individual identity of Clarendon School
- in partnership with the CEO, develop a 5-year strategic plan and annual School Development Plan for Clarendon School, which is based on effective self-review and takes into account the vision of the Trust, local, regional and national priorities and ensures sustained school improvement.
- in partnership with the CEO, oversee the development and implementation of a marketing strategy to ensure that Clarendon School continues to be known, valued and understood within the parental and wider SEND community.
- assist the CEO, Trustees and Governors, in opening of a new Clarendon School, Ham Campus, and the school's expansion on the new site until full, in line with DfE, ESFA and Trust agreements.
- undertake any relevant professional duties delegated by the CEO

### **Leading Learning and Teaching**

- establish very high expectations of pupil achievement and ensure these expectations are met, effectively using a broad range of assessment methods to monitor the progress of every learner.
- in partnership with the CEO and other Heads, develop the effective use of moderation both internally and with external partners to ensure that judgements are robust.
- ensure a diverse and inclusive curriculum is in place which (while following statutory guidance) is responsive to the needs of individual pupils and changing pupil cohorts.
- ensure that the provision of therapy (particularly Speech, Language and Communication Therapy and Occupational Therapy) is effective in meeting the needs of all pupils.
- monitor and implement policies which ensure outstanding practice and are understood and implemented by all stakeholders.
- assess, monitor, evaluate and report on the quality of planning, teaching and of learning outcomes, identifying obstacles and promoting improvement strategies as necessary.
- where required undertake a teaching commitment

### **Staff Management and Development**

- act as a mentor and line manager to senior staff, supporting them in their roles through the provision of advice and guidance, developing their leadership skills and addressing succession planning
- coach, mentor and motivate staff to build constructive working relationships, a culture of commitment and aspiration and an expectation of high standards
- work with the CEO and Leadership team to recruit and retain a high-quality staff team.
- ensure the rigorous and effective implementation of the Trust's systems of quality assurance, appraisal and professional development, including challenging underperformance and staff absence where necessary.

## **Managing The Organisation**

- fulfil all statutory duties, in relation to the curriculum, safeguarding and child protection, ensuring compliance with all relevant legislation.
- ensure the effective deployment of staff and resources across both sites and, where appropriate, within the Trust.
- support consistent approaches to maintaining and improving levels of good behaviour including supporting those pupils who requires significant support to self-regulate.
- Assist the CEO & FD in ensuring budgets are effectively managed and that the school delivers value for money, monitoring its effectiveness and ensuring compliance with regulations.
- manage organisational change effectively.
- be responsible for improvement of the school – ensuring action plans are in place and monitored rigorously.
- ensure all pupil documentation, including EHCP annual reports, reviews and plans are of a high quality, are consistent with Trust expectations and meet statutory frameworks
- ensure a consistent approach to maintaining and improving levels of attendance.
- ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
- work collaboratively with the CEO, Headship Team and middle leaders to ensure school improvement is sustained and to deliver quality outcomes for pupils.
- ensure safe working practices are adopted by staff.

## **Accountability**

- be accountable to the CEO for the clearly defined and agreed responsibilities/ accountabilities relating to the day-to-day leadership and management of the school as delegated by the CEO.
- play a key role in designing and maintaining a self-evaluation framework which clearly identifies strengths and areas for development (including the use of relevant and meaningful data), in order to inform the school improvement agenda and maintain high standards.
- ensure that all staff read, agree and sign the Trust Code of Conduct, and that individual staff's accountabilities to the Headteacher are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- present timely, coherent and accurate accounts of the school's performance to a range of audiences including the Auriga Academy Trust, Governors, parents and carers and the local community.

## **Community**

- collaborate effectively with other agencies and community organisations to provide for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
- develop and maintain effective partnerships with other organisations, including those within the Trust, co-located schools, other local schools, Achieving for Children and other local authorities.
- promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally.