

Job Title *Executive Headteacher*

Responsible to *Regional Director*

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

JOB PURPOSE

- To set lead and manage the direction and ethos of two 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 Head of Schools, 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

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- 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

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

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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