

**Role:** Head of Quality of Education for KS2 & KS3  
**Department:** R.E.A.L. Independent Special Schools  
**Location:** Various to meet the needs of the role  
**Accountable to:** Head of Schools

### **Function of role**

The Head of Quality of Education for KS2 & KS3 is part of the Schools' Senior Leadership Team. Its primary focus will be to determine the strategic direction and business development of the quality of education for key stage 2 and 3 offered within the schools linked to the core values of trust, innovation and achievement. Head of Quality of Education for KS2 & KS3 will work with the Head of Schools, Directors, the schools management team, Governing Body, staff and learners to further develop the quality of education for key stage 2 and 3 across the schools. They will provide and contribute to reports with analysis and develop plans for the schools future needs and further development, specifically representing the quality of education agenda.

### **Accountabilities**

#### *General responsibilities*

- Contribute to the strategic direction and development of the schools linked to our core values of trust, innovation and achievement.
- Taking a strategic lead, alongside the Head of Schools, Governors and Directors, to ensure the quality of education is effective across the schools.
- Challenge educational orthodoxies and strive to innovate in the best interests of achieving excellence for all learners.
- Demonstrate a commitment to improving outcomes for vulnerable young people.
- Ensuring that all learners access high quality teaching and learning through an appropriate bespoke offer.
- Leading and managing staff and fostering effective relationships between all members of the school community and commissioners.
- Ensuring the efficient and effective management and utilisation of human and financial resources.
- Accounting for the schools' efficiency with respect to a learner's quality of education they receive.
- Coordinate and manage a small caseload of learners, fulfilling all duties reflective of a School Learning Manager job description.

#### *Managing the School*

- The Head of Quality of Education for KS2 & KS3 will deploy people and resources efficiently to meet the specific objectives of the Schools' Improvement Planning.
- Support the creation of an organisational structure which reflects the organisation's values and enables the management systems, structures and processes to work effectively in line with legal requirements

- Contribute to clear evidence-based improvement plans and policies for the development of the school and its facilities
- Manage expenditure within the agreed budget and report regularly to Head of Schools, Governors and Directors
- Monitor and review the range, quantity, quality and use of all available resources in order to improve a learners' quality of education and to secure value for money.

### *Leading Quality of Education*

- Work in conjunction with the Head of Schools and Governing Body to secure and sustain the quality of education across the schools.
- Monitor and evaluate the quality of teaching and learning and the standards achieved by the learners and set realistic but challenging targets for continuous development.
- The Head of Quality of Education for KS2 & KS3 will ensure that:
  - The schools' curriculum is rooted in the solid consensus of the schools' leaders about the knowledge and skills that learners need in order to take advantage of opportunities, responsibilities and experiences of later life so that it powerfully addresses social disadvantage.
  - The curriculum is appropriately sequenced in a coherent and cohesive structure, allowing for a variety of entry and end points.
  - The curriculum is planned to meet the needs of all learners and that planning takes into account ages, aptitudes and needs and does not undermine the fundamental British values.
  - A consistent and continuous schoolwide focus on learners' achievement in the broadest sense, using data and benchmarks to monitor progress, setting realistic but challenging targets for improvements for all members of the school community.
  - The quality of education that learner's receive is at the centre of strategic planning and resource management.
  - They establish creative, responsive and effective approaches to learning and teaching.
  - There is a culture and ethos of challenge and support where all learners can achieve success and become engaged in their own learning.
  - They demonstrate and articulate high expectations.
  - They develop effective partnerships with parents and carers and other stakeholders to support and improve learners' achievement and personal development.
  - Lead the development, monitoring and improvement of the schools' quality assurance systems and processes.
  - Subject leads are managed, developed and deployed appropriately in line with the provision of bespoke learning opportunities and curriculum pathways for learners right across the breadth of the school community.
- Good accreditation and exam systems and processes are in place to secure accredited outcomes for learners where appropriate.

### *Developing self and working with others*

- The Head of Quality of Education for KS2 & KS3 will lead, motivate, support, challenge and develop staff.
- Working with staff to maximise their contribution towards improving the curriculum offer and the standards achieved.
- Oversee and support the work of identified curriculum leads, and support their development as leaders.
- Foster constructive working relationships are formed within the teaching team and between staff and learners and families.
- Monitor, regulate and embed effective planning, resourcing, support and evaluation of work undertaken by others, ensuring clear delegation of tasks and devolution of responsibilities.
- Supervise and participate in the performance management of identified staff and hold staff to account for their professional conduct and practice.
- Motivate, empower and enable the teaching staff to develop expertise in their respective roles by use of high quality continuing professional development training within school and beyond.
- Devise, evaluate and assess the impact of an appropriate CPD programme linked to school improvement planning, self evaluation and quality assurance evidence.
- Demonstrate a commitment to keeping abreast with education research and using this knowledge to shape an innovative curriculum.

### *Shaping the future*

- The Head of Quality of Education for KS2 & KS3 will work with the Head of Schools, other Heads of, the Governing Body, staff and learners to develop and implement a strategic vision for the schools and analyse and plan for its future needs and further development.
- The Head of Quality of Education for KS2 & KS3 will:
  - Shape the intent, implementation and subsequent impact of provision, including teaching and learning at all levels in order to ensure learners are prepared well for the next step in their education, employment or training.
  - Ensure that strategic planning takes into account the diversity, values and experience of the school and community at large.
  - Ensure that all school policies relating to quality of education are regularly reviewed and updated, and that the Governing Body, staff and learners are fully involved in this process.
  - Ensure the effective deployment of cutting edge and innovative technologies to deliver bespoke programmes of study for all learners.

### **Performance indicators**

Able to meet annual performance management criteria to a good or outstanding standard.

Able to meet lesson observations within your specific subject area to a good or outstanding standard

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision and through the achievement of positive outcomes for young people and vulnerable adults.

### **Key values and ethos of organisation**

Trust

Innovation

Achievement

## Person Specification

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	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), reference (R)
<b>Knowledge</b>		
The mission, vision and values of R.E.A.L Education	E	AF/I
Statutory education frameworks, including governance, Ofsted EIF and SEND Code of Practice	E	AF/I
Ways to build, communicate and implement a shared vision across a number of settings	E	AF/I/R
Leading change, creativity and innovation	E	AF/I/R
Strategies for communication, both within and beyond the company	E	AF/I
Approaches to ensuring a high quality learner personal development programme offer	E	AF/I
Learner personal development approaches and programmes from across a range of settings and ages and stages	E	AF/I
Curriculum models and models of teaching and learning	E	AF/I
Curriculum design and management across a number of settings	E	AF/I
Strategies for ensuring inclusion, diversity and access	E	AF/I
Child protection and safeguarding procedures	E	AF/I
The self-evaluation process and its role in driving continuous improvement	E	AF/I
Strategies to promote individual, team and organisational development	D	AF/I/R
Building and sustaining a learning community across a	E	AF/I

number of settings		
The impact of change on organisation and individuals	E	AF/I
Strategic financial planning, budgetary management and principles of best value	E	AF/I
Legal issues relating to managing a school, including equalities, Health and Safety and SEND legislation	E	AF/I
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	E	AF/I
<b>Experience</b>		
Significant experience of school leadership (at least 3 years) with a sustained record of school improvement	E	AF/I/R
Experience of designing and developing appropriate curriculum	E	AF/I/R
Experience of effective curriculum evaluation and impact assessment	E	AF/I
Evidence of successfully leading and sustaining educational initiatives	D	AF/I
Evidence of effective personnel management	D	AF/I/R
<b>Education and Training</b>		
Qualified Teacher Status	E	AF
Degree or equivalent	E	AF
Evidence of continuing professional development	E	AF
Qualification in a relevant discipline	D	AF/I
<b>Qualities</b>		
Ability to develop and maintain a clear vision for an appropriate and innovative curriculum and support others to plan and deliver it. Ability to articulate this vision to diverse audiences	E	AF/I/R
Ability to establish successful relationships at all levels and have good communication skills both verbal and written	E	AF/I/R
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the quality	E	AF/I/R

of education		
Ability to cultivate a team ethic	E	AF/I/R
Ability to lead, coordinate and delegate	E	AF/I
Full UK driving licence and access to roadworthy vehicle	E	I