

## Job Description

### Head Teacher

The Donaldson Trust is on a 10-year journey to excellence with the purpose of promoting and encouraging children and young people with additional support needs to realise their potential. Our vision is to be the most respected organisation in Scotland for the services offered to people with Neurodiversities. To support us on this journey, we require the best people to help us realise our aims of being relevant, vibrant, agile and sustainable.

### Job Purpose

- Reporting directly to the Chief Executive Officer (CEO), the role will take responsibility for leading, developing and implementing the Trust's Learning Services
- To establish the Trust's Learning Services as a brand, leading centres of excellence in Scotland and promoting and encouraging the development of national and international partnerships
- Working with the wider Leadership Team and the Executive Leadership Team, the role will support the development and implementation of the ten-year strategic plan, specifically by developing culture, processes and all activities relating to learning and wellbeing

### Key Responsibilities

#### Organisational and Trust-wide:

- To promote and support a positive ethos consistent with the Trust's Vision, Purpose and Core Values, with a particular emphasis on children and young people's learning, wellbeing and the achievement of the best possible outcomes for each learner
- To play a key role, alongside the Executive Leadership Team, including active participation in the Trust, by encouraging ongoing developments designed to ensure the wellbeing, equality and inclusion of each child, young person and member of staff
- To be responsible, alongside the Executive Leadership Team, for supporting the Chief Executive and Board with the strategic development of the organisation and management of change
- To share responsibility for the day-to-day running and ongoing development of the Trust's Learning Services, alongside the Support Services and Safeguarding Lead, to promote and support the fullest possible integration of education and wellbeing for each child and young person
- To be responsible for the monitoring of, and reporting on, key national developments and research on approaches, including the use of technology, relevant to the education of the children with additional support needs and for reporting to the Executive Leadership Team on their implications for practice
- To lead the development, implementation, monitoring and evaluation of the School Improvement Plan and Standards & Qualities Report, fully involving each member of the Learning Services team, and, thereby, supporting continuous improvement
- To oversee relevant service developments, planning, implementation, and evaluation of new projects which have an education focus, in line with the Trust's Strategic Plan
- To support the Director of Finance and Strategy to develop an annual departmental budget, monitoring and managing the departmental budget, as required

## **People Management**

- To provide highly effective and supportive leadership and management for staff, promoting a multi-disciplinary approach to the work with children, young people, and their families
- Have a visible presence as Head Teacher for children, young people, staff, parents, and carers and placing authorities
- To be responsible for effective and efficient deployment of Learning Services teaching staff, advising on changes to the staffing complement and contributing to the recruitment and retention of staff
- To ensure, along with the Chief Executive and members of the Executive Leadership Team, that expectations in terms of policies and practices are clearly communicated to staff, and to seek feedback from staff
- To ensure effective systems of line management, professional supervision and continuing professional development of teaching staff, including responsibility for overseeing the Trust's Professional Update Policy, in conjunction with the People Team

## **Working with Children & Families**

- To lead and oversee the planning, monitoring and evaluation of the curriculum, learning, teaching and assessment, all specifically designed to meet the individual educational, care and therapeutic needs of children, in line with national policies such as CfE and GIRFEC
- Working with the Support Services Team, to oversee the operational running of the school day, week, term, and year, in order to ensure these, run smoothly, with flexibility built in, thus achieving continuity of learning for children
- To oversee processes and systems to ensure children and young people at the Trust have a voice
- To establish a culture which values and respects the roles that parents, carers, family, friends, and other key people have in children's lives
- To ensure that all operations and practice within the Trust promote child and staff safety and are consistent with legislation, national education and child protection and safeguarding guidelines
- To oversee the assessment, admission, and transition processes for children, alongside Support Services and the Safeguarding Lead
- To liaise with local authorities and other bodies to develop effective partnerships to support children and young people
- To oversee approaches which encourage positive behaviours from children, including the use of diversion and de-escalation and where required, as a last resort, be capable of implementing physical intervention techniques, in line with 'CALM' approaches, for which training will be provided.

## **Quality Assurance, Out of Hours & other duties**

- To support the Chief Executive in managing the overall risk of the Trust, with delegated responsibility, as identified
- To ensure the ongoing development and compliance of quality assurance / self-assessment systems, including 'How Good is Our School? 4', supported by the maintenance of robust and relevant policies and procedures
- To ensure the provision of timely and accurate reports, which comply with national policy, legislative, regulatory, and organisational requirements.
- To engage fully in the Trust's approach to supervision and appraisal, including undertaking individual supervision and an annual programme of continuing professional development, as agreed with the Chief Executive
- To represent the Trust externally and attend occasional external meetings and events, as required
- To undertake any other duties delegated by the Chief Executive

## **About you:**

- Be a role model for staff and stakeholders, showing energetic, determined, flexible and positive leadership that will support our aims of being relevant, vibrant, agile and sustainable
- Adopt a flexible leadership style with the ability to challenge as appropriate and be able to give and receive constructive feedback
- Embed a coaching culture within your areas of responsibility that upholds the values of The Donaldson Trust
- Provide clear, authoritative and impartial advice and interpretation of complex situations
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning