



ROLE PROFILE

General Details	
Job Title	Headteacher, Kickstart Academy Pupil Referral Unit
Reference	KS024
Reporting To	Assistant Principal
Responsible for	Teachers and Support Staff
Place of work	Kickstart Academy Campus, Tan Bank, Wellington, Telford
Tenure	Permanent
Hours/FTE	Full Time 37 hours per week
Salary	Circa £55 – 60k dependent upon experience
Terms & Conditions	Management
DBS	Subject to an Enhanced DBS Disclosure
Closing Date	Friday 3rd December 2021
Interview Date	Wednesday 8th December and Thursday 9th December 2021

The Post

The purpose of the post is to achieve the highest possible standards and outcomes for the pupils at Kickstart pupil referral unit (PRU). The post holder is responsible for the leadership and management of Kickstart and the implementation of effective policies and procedures that support the high standards of educational achievement of pupils who may be excluded or at risk of exclusion from school. The post holder will also oversee all aspects of self-evaluation, curriculum delivery and manage a team of teachers and support staff.

The post holder is responsible to the Kickstart Academy Board (as the governing body) and reports to the Assistant Principal.

All staff are expected to have a clear understanding of the aims, objectives and ethos of the Kickstart PRU and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of Kickstart be seen as inter-related.

The post holder will work closely with the Learning Community Trust and its Senior Management Team on a day to day basis.

The successful applicant will be expected to:

- Ensure provision is appropriate to the needs of young people placed at Kickstart and responsive to sector requirements
- Lead all aspects relating to curriculum development and the delivery of a broad, balanced and creative curriculum, including PSHE and citizenship, tailored to the needs of this group and ensure learners receive their entitlement to information, advice and guidance

- Manage the quality assurance and development of teaching and learning within Kickstart through the implementation of the staff performance plan, including conducting walkthroughs and observations
- Lead on the development and implementation of MAT policy, the academy development plan, OFSTED action plans and all matters relating to self-evaluation, including monitoring and tracking pupil achievement, and teaching and learning
- Act as lead officer for external quality assurance activity, such as Ofsted inspections and visits
- Attend meetings of the Trust Board (governing body) and also Telford College's Senior Leadership Team (as sponsor) where requested
- Work with the Clerk to the Academy and Assistant Principal to develop the agenda for meetings of the governing body
- Present regular management reports to the governing body and take responsibility for the production of documentation and statistical data for a range of stakeholders
- Cooperate with and provide information/evidence as requested by the governing body's Audit Committee as part of an approved internal audit programme
- Manage the Kickstart budget and business plan effectively and efficiently
- Work with the Chief Finance Officer to develop the annual budget and produce budgets/financial reports for special project and funding bids
- Lead the planning and development of appropriate learning programmes based on analysis of data, observation and assessment of pupils' learning needs
- Support colleagues to develop and implement young people's individual or personal learning plans, incorporating target setting and ensuring all pupils progress at expected rates and achieve relevant qualifications according to their level
- Ensure the maintenance of discipline, ethos and attendance, and the implementation of relevant good practice
- Attend the Fair Access Panel and drive the positive reintegration of young people back into full-time education, managing and overseeing the transition and reintegration process of pupils into mainstream schools or other settings where appropriate

- Take responsibility for the welfare of learners, ensuring appropriate safeguarding policies and procedures are in place and that all staff are trained and understand their role and responsibilities
- Act as Designated Safeguarding Lead for Kickstart, attend training as required and regularly liaise with the college's DSL
- Be responsible for overseeing and monitoring looked after children who attend Kickstart and to liaise with Telford College's Designated Senior Safeguarding staff
- Ensure rigorous monitoring and evaluation systems are established to identify and analyse outcomes for young people, including implementation of multi-agency intervention through a Team Around the Child and lead professional arrangements
- Assume responsibility for the day-to-day line management of a staff team, comprising teachers and support staff, and meet with them regularly to monitor the implementation of all programme aims and procedures and to evaluate their performance
- Develop staff skills around working with complex and challenging pupil behaviour through the implementation of a well-balanced and appropriate CPD programme
- Lead professional development of the staff through example and support and coordinate the provision of high quality professional development
- Oversee and participate in the selection and recruitment of permanent and temporary staff as required and coordinate and oversee all matters relating to the induction of new staff
- Ensure effective liaison with the full range of parties and agencies in support of raising achievement and outcomes for young people
- Act as lead liaison with Telford & Wrekin Council and local schools
- Work with Telford College colleagues to identify potential joint-working initiatives and maximise progression opportunities for learners, which will include regular cross-over activity for the majority of young people in chosen vocational areas
- Liaise effectively and work closely with parents/carers of young people, ensuring parents/carers receive reports in line with statutory requirements for reporting to parents
- Ensure all services within the areas of responsibility are provided in accordance with commitment to high quality service provision
- Ensure the Academy Trust policies and customer care standards are met and adhered to

Human resource (HR) management:

- Be a pro-active line manager and an excellent and inspiring role model for all staff
- Provide positive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to Kickstart and the achievement of high standards of performance through effective team work
- Ensure a comprehensive structure for regular team meetings, day-to-day line management and supervision
- Ensure effective communication with all staff and promote effective team working so that staff are fully aware of and focused on achieving Kickstart objectives
- Work with the Telford College's HR team on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary
- Manage the performance of staff within your area of responsibility in order to achieve positive outcomes for learners
- Effectively performance manage and appraise all Kickstart staff and manage the process of probation of new staff. Act on the outcomes and link to training and development plans
- Ensure effective development and training of all staff ensuring individual occupational competence is maintained to support Kickstart's aspirations and plans for improvement
- Take prompt and decisive action if a member of staff is under-performing, in line with Academy Trust policy and procedure
- Induct new staff and facilitate re-induction for existing staff (in conjunction with the college's HR team)
- Report and manage staff absence and ensure appropriate cover is in place, in the event of short-term staff absence, to ensure learner disruption is kept to a minimum and in the case of long-term absence, to ensure appropriate staff are put in place in conjunction with the college's HR team

Other responsibilities:

- Reflect the vision, mission, aims and values of Kickstart
- Always strive for continuous improvement in professional practice and delivery of outcomes
- Plan, monitor and review health and safety within the setting
- Represent Kickstart at internal and appropriate external events
- Participate in the Trust's appraisal process and engage in continuous professional development and networking
- Participate in the college's duty management rota if requested
- Maintain awareness and a commitment to environmental issues
- Identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks
- Carry out such other duties as may reasonably be required from time to time
- Carry out all the duties in the context of the practical application of the Trust's equal opportunities policy, child protection and safeguarding policy and acting responsibly at all times in order to maintain the health and safety of yourself and others

Person specification



Headteacher, Kickstart Academy PRU			
Attributes	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> • Senior management or other appropriate experience in a secondary school or PRU • Teaching at secondary level • Teaching students excluded from mainstream education • Proven track record of improving outcomes and facilitating excluded students' return to mainstream, specialist or alternative provision • Working with students with SEN, especially behaviourally challenging students • Working with students with educational and/or social disadvantages • Undertaking school self-evaluation, planning and working to bring about school improvement • Management and development of an innovative curriculum 	<ul style="list-style-type: none"> • Successfully managing and delivering a budget in a school context • Managing change and the induction of personnel • Contributing to the development of colleagues • An experienced mentor • Working with inspection and/or awarding bodies • Promoting successful parental partnerships 	Application form References Interview
Qualifications and training	<ul style="list-style-type: none"> • Qualified teaching status • Honours degree or equivalent • Further professional development beyond initial training, including personnel and financial management • Ability to demonstrate a sound understanding 	<ul style="list-style-type: none"> • Higher degree or management qualification/training 	Application form References Interview

	<p>of equal opportunities and safeguarding</p> <ul style="list-style-type: none"> • Commitment to own personal development • Awarded NPQH or a willingness to achieve this 		
Special knowledge and skills	<ul style="list-style-type: none"> • Clear philosophy of Education and ability to translate it into good practice in order to deliver improvement • Working knowledge of current SEN and Education-related legislation and its implications for school management • Effective resource management • Good organisational and communication skills • Ability to analyse and interpret data and use IT effectively • Ability to respond to the pastoral needs to students and establish effective partnerships with parents/carers 	<ul style="list-style-type: none"> • Up-to-date experience of e-/ distance learning and effective application of IT in the classroom 	<p>Application form References Interview</p>
Circumstances	<ul style="list-style-type: none"> • Be prepared to work outside the normal school day when required to do so 		<p>Application form Interview</p>
Personal and professional qualities	<ul style="list-style-type: none"> • Be an inspirational leader with the ability to motivate staff and students • Readiness to accept and implement change • An effective classroom teacher • Significant role in successful curriculum and/organisational initiatives in current post • Ability to establish relationships with governors, staff, students, parents and 		<p>Application form References Interview</p>

	<p>stakeholders and the community</p> <ul style="list-style-type: none"> • Ability to lead and encourage the development of staff • A high level of interpersonal, influencing and communication skills • An open, honest and supportive management style • Confidence and resilience –courage of convictions and the ability to bounce back • Commitment to ensuring the health and safety of all students, staff and others 		
Additional information	<ul style="list-style-type: none"> • Evidence of effective leadership • Commitment to parental and community involvement 	<ul style="list-style-type: none"> • Experience of promoting successful parental partnership community developments 	<p>Application form References Interview</p>