



Coventry City Council

Job Description

Post:	Head of Coventry Extended Learning Centre	Job Number:	N/A
Service:	Education Improvement & Standards	Post Number:	1027154
Location:	Coventry Extended Learning Centre (various locations)	Grade:	Leadership Range 23 - 27

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

As Headteacher of Coventry Extended Learning Centre (CELC), create outward-facing provision which works with all Coventry schools, Further Education, other providers and agencies to champion best practice and secure excellent achievements for all pupils.

Communicate compellingly the vision for alternative provision and drive the strategic leadership, empowering all pupils and staff to excel.

Articulate clear values and moral purpose, focused on providing a world-class education for all pupils accessing alternative provision through Coventry Extended Learning Centre (CELC)

Contribute to, and support, work to review behaviour pathways within the city considering national guidance, legislation and wider partnership working.

Main Duties and Responsibilities:

Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Secure and sustain effective teaching throughout the centre by monitoring and evaluating the quality of teaching and learning and standards of pupils' achievement, using benchmarks and setting targets for improvement.
4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice across all sites, schools and other providers, drawing on and conducting relevant research and robust data analysis.
5. To lead, motivate, support, challenge and develop staff to secure improvement
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

7. Hold all staff to account for their professional conduct and practice.
8. To be accountable for the efficiency and effectiveness of the centre to Coventry Education Partnership, the Management Committee and other stakeholders including pupils, staff, parents and the community

Systems and processes

9. Ensure that systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
10. Provide safe, calm and well-ordered environments for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
11. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
12. Actively support the management committee to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
13. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and sustainability.
14. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
15. Maintain up-to-date knowledge, skills and understanding relevant to the role.
16. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Coventry Extended Learning Centre (CELC)

Responsible to: Head of Education Improvement and Standards

Date Reviewed: September 2017

Updated: September 2022



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Person Specification

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Area	Description
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Knowledge:	• Education and school systems locally and nationally and innovative approaches to school improvement and leadership
	• Government policy and how to translate local and national policy into the school's context
	• Statutory requirements, other relevant legislation and inspection/performance frameworks
	• Needs of pupils with complex emotional, social and behavioural needs and behaviour modification strategies
	• Child protection and safeguarding procedures in the context of education

Skills and Abilities:	• Ability to lead by example, including demonstrating optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community
	• Ability to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils, particularly the most vulnerable
	• Ability to inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
	• Ability to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
	• Excellent written and oral communication skills and the ability to present information effectively to a range of audiences
	• Data and information management skills and ability to analyse and interpret this information to plan, monitor and improve provision

Experience:	• Successful leadership and management at senior level in an educational setting
	• Successful track record in managing challenging and vulnerable children with behavioural difficulties in mainstream education, a special school or an alternative provision environment
	• School self-evaluation and effective performance management processes to lead school improvement



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Experience cont.:	<ul style="list-style-type: none"> • Effective resource and people management
	<ul style="list-style-type: none"> • Delivering, brokering and facilitating high quality training and sustained professional development for all staff
Educational:	<ul style="list-style-type: none"> • Qualified teacher status
	<ul style="list-style-type: none"> • Evidence of further qualifications and experience, e.g. Degree level qualification, NPQH
	<ul style="list-style-type: none"> • A record of continuous professional development that includes leadership and management, curriculum development, leading teaching & learning, and application within SEMH and behaviour provision
Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed: September 2017

Updated: September 2022