



## **Job Summary & Person Specification for Head of Education**

### **Job Purpose:**

To deliver a bespoke specialist therapeutic educational service for young people with Autism and associated conditions in a variety of environments and oversee the educational provision of the service.

### **Main Responsibilities:**

The successful candidate will have initiative and experience of working within an educational setting and they:

- Will play a pivotal role in supporting our aims and ambitions to develop/extend our current service and in maintaining a high quality existing provision
- Will work with the leadership team to manage the day-to-day running of the service and take key responsibility for the educational provision
- Can be an integral member of the Senior Management Team, working alongside the team to shape and execute the Service Development Plan
- Can work within a committed multi-discipline team and approach, addressing the educational and therapeutic needs of the young person and family to deliver an effective service
- Can build positive relationships with our clients, families, staff team, external agencies, and local education authorities / commissioning bodies
- Are able to model leadership and coaching, ensuring staff have the skills they require to inspire high quality teaching and learning that delivers a variety of educational programs available within our service
- Can deliver effective supervision, appraisal and performance management where required
- Can be reflective with high expectations of achievement, behaviour, and a passion for self and service improvement



- Can contribute fresh ideas, talents and build on our strengths, working collaboratively with colleagues across the service and other schools / provisions / services
- Can use assessment tools, using the information to identify needs and monitor progress as appropriate. Be willing to learn new assessment programmes where required
- Be familiar with the educational landscape for Special Educational Needs and keep abreast of new policies / legislation / standards / initiatives that may impact the service
- Be familiar with Ofsted and the processes associated with the regulatory body
- Contribute to Ofsted and other regulatory body inspections, with responsibility of agreed action plans
- Can be an excellent, inspirational, optimistic and resilient leader and teacher
- Can manage young people whose behaviour at times can be challenging (with training provided)
- Can utilise excellent interpersonal /communication skills (written and oral)
- Are confident with IT and computer skills
- Have an ability to follow procedures and keep to deadlines
- Can demonstrate excellent organisational and time management skills
- Take care for the young person and your own health and safety
- Report and respond to any child protection / safeguarding concerns in line with MSA procedures in addition to understanding how to safeguard and protect young people within a DSL Role
- Undertake the required training/qualifications as agreed to enhance your role
- Maintain confidentiality and be mindful of security of sensitive information at all times

**MindSenseAbility (MSA) offers:**

- A service which is supportive and aspirational
- An opportunity to influence the development of the service
- Induction so you will be welcomed in as part of our team from the start
- A commitment to your continuing professional development
- Directors and colleagues who will listen, support, challenge and welcome your ideas



## Person Specification:

<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (UK)</li> <li>• Degree</li> </ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Specialist subject interest/qualifications</li> <li>• SENCO training/Therapeutic Intervention training/Clinical experience</li> <li>•</li> </ul>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Be an outstanding leader with a clear insight into strategic leadership with a proven track record of school improvement</li> <li>• Be keen for growth with high aspirations for self and others</li> <li>• Excellent management, organisational and leadership skills with a history of being an outstanding professional</li> <li>• Proven experience as a Teacher with 10years+ experience, preferably in a special needs setting</li> <li>• Experience of working with and understanding autism, mental health conditions and attachment disorders.</li> <li>• Understanding of the SEND Code of Practice</li> <li>• Planning and delivering an educational programme that has been agreed and meets the needs of the young person</li> <li>• Managing young people whose behaviour can be challenging</li> <li>• Participating in the development of future innovations for the service</li> <li>• Contributing to policy and planning</li> <li>• Familiarity with the educational landscape for Special Educational Needs and the ability to keep abreast of new policies / legislation / standards / initiatives</li> <li>• Preparing reports</li> <li>• Be familiar with Ofsted and the processes associated with the regulatory body</li> <li>• Knowledge of assessment methods</li> <li>• Have an Enhanced DBS</li> </ul>



	<ul style="list-style-type: none"> <li>• Strong interpersonal skills to help you relate to students, staff and external agencies professionally</li> <li>• Understand how to safeguard and protect young people</li> <li>• The ability to undertake further training when required to meet the needs of the service</li> <li>• Creative and flexible approach to work</li> <li>• IT skills in areas such as word processing, excel, and the use of the internet and social media</li> <li>• Holds a full and clean driving licence with access to a car for community visits</li> <li>• Management, supervision and team building skills which can be used to support and enhance the education/outreach department</li> <li>• Excellent written and oral communication skills</li> <li>• The ability to work alone, and within the community (e.g. family homes), without direct supervision</li> <li>• The ability to problem solve when dealing with challenging situations</li> <li>• Can successfully organise, prioritise and manage their time</li> <li>• Holds a positive attitude to the job and takes pride in their work</li> <li>• The ability / willingness to reflect and ask for support; to accept advice from others and/or offer advice when needed</li> <li>• Dedicated to providing a high-quality service and committed to projecting a professional image for MSA</li> </ul>
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**Health and Safety**

To abide by all MSA policies and procedures

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes providing and managing a safe and secure environment for staff and students.