## Sunflower Federation

## **Job description** – **HEAD OF SCHOOL UNIT**

The Sunflower Federation comprises two special schools - Breakspeare SLD/PMLD School (catering for students from 3 - 19) and Meadow Wood PNI School (catering for students from 3 – 11) . All students have EHC Plans.

**This job description outlines the responsibilitites for the Sunflower Federation school unit named Meadow Wood School.**

The job description will be reviewed at least annually as part of the Performance Management programme.

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| Location. | Meadow Wood School |
|  | Coldharbour Lane |
|  | Bushey Herts |
|  | WD23 4NN |

Salary range: Leadership Scale 14-18

Reporting to: Sunflower Federation Governing Board and Executive Head teacher

Date Prepared: July 2025

**Job Purpose including Main Duties and Responsibilities**

The Head of Meadow Wood School Unit shall carry out professional duties of a teacher other than head teacher as set out in the current School Teachers Pay and Conditions Document and any subsequent document which may replace it.

Under the direction and support of the executive head teacher, to be responsible for:

* Planning of the future strategic direction of Meadow Wood School Unit as a part of the Sunflower Federation to ensure to give every pupil high quality education, highest standards of achievement and wellbeing.
* Delivering the day-to-day organisation, management and professional code of conduct of this educational provision for Meadow Wood School and two Breakspeare School classes that are currently co-located on the site.
* Inspirational leadership and proactive positive management; encourage, motivate, support and value all staff promoting high quality team working, co-operation, trust and professionalism.
* Taking a lead role in incorporating and unifying all agreed the Sunflower Federation wide strategies, developments, systems, protocols, policies and procedures to ensure efficient, safe and effective working practices.

To undertake the professional duties to the extent required by the executive head teacher or the governing board of the federation in the event of his/her absence from the school.

**Main roles and responsibilities for Meadow Wood School Unit**

1. To assist the headteacher in the leadership and management of Meadow Wood School unit and in all aspects of school improvement, including taking a sole or shared responsibility for the school in the absence of the executive headteacher.

1. To take full responsibility for leading and managing significant operational aspects of the school unit, under the overall direction of the executive headteacher
2. To lead a system of culture of continual improvement and high standards in teaching through coaching, team teaching, and demonstrating excellence
3. To take a significant role in monitoring and evaluating school unit’s provisions related to raising standards and achievement for all students on the site
4. To lead on teaching and learning throughout the school unit, including the curriculum
5. To lead on internal assessment and tracking systems
6. To manage staff and resources to achieve the aims and objectives of the school unit and monitor progress towards their achievement
7. Be an active participant of the Sunflower Federation’s senior management team
8. To ensure compliancy and practice within health and safety policies and procedures relating to students, staff and premises promoting safety and well-being of all
9. Head of School Unit may have one area of responsibility within the whole Sunflower Federation as agreed in the School Development Plan.

**This job description may be amended at any time in consultation with the postholder.**

**We are committed to safer recruitment practices and to safeguarding and promoting the welfare of all children.**

* We expect all staff and volunteers to share this commitment.
* We will ensure that all our recruitment and selection practices reflect this commitment.
* The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service

**This Head of School Unit Job Description includes**

**Appendix 1 – Key Accountabilities**

**Appendix 2 – Person Specification**

**Appendix 1.**

**The Sunflower Federation**

**Key Accountabilities – Head of School Unit**

1. **Developing the future of the Sunflower Federation**

* Working under the direction of the executive head teacher to ensure the long-term success of the school unit
* Contribute to, and communicate, the school unit’s vision which expresses core values and purpose
* Implement the vision through agreed objectives and operational plans and notably the whole School Development Plan priorities
* Through collaboration, innovation and research develop school practice and procedures
* Motivate others to create a shared learning culture and positive climate
* Effectively collaborate with a range of professional partner schools and agencies to realise the school’s vision

1. **Exercising high quality leadership within the Federation**

* Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
* Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.

1. **Working in partnership with pupils and staff and key stakeholders such as parents**

* 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.
* Secure excellent teaching through deep 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.
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
* Hold all staff to account for their professional conduct and practice.
* Maintain and further develop excellent partnerships with all stakeholders
* Secure and maintain outstanding safeguarding within the federation

1. **Apply and develop effective systems and processes**

* Ensure that the federation school unit’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
* 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.
* Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the head teacher to account for pupil, staff and financial performance.
* Contribute to strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* 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.

1. **Secure the self-improving school system**

* Create outward-facing Sunflower Federation School Unit which work with other schools and organisations to champion best practice and excellent achievements for all pupils.
* Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
* Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Appendix 2.**

**The Sunflower Federation**

## **Person Specification – Head of School Unit**

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| **Educational qualifications and training**   * DfE qualified teacher status * Evidence of continuing Professional Development in Leadership for example NPQSL or working towards NPQH |
| **Experience**   * Successful senior or expectional middle leader, Deputy Head, head of school teacher in mainstream or a special school * Positive impact of implementing school wide developments that have contributed to self-evaluation and development of whole school priorities * Substantial and varied teaching experience across the age range * Proven experience of working with children with learning difficulties, disabilities and challenging behaviour. * Creative planning and development. |
| **Knowledge, skills and abilities**   * Wide, current knowledge and understanding of education and school systems * Demonstrate optimistic and creative personal behaviour exercising positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community. * Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them. * Ability to work independently and collaboratively as part of a team facilitating the development of others. * A strong record of professional development and able to demonstrate a positive and proactive attitude towards participation in CPD. * Has exceptional communication and interpersonal skills and a ‘can do’ attitude * Is innovative and strategic in their thinking * Able to work successfully under pressure with excellent organisational skills. * A confident and competent user of IT in the classroom and for administrative purposes. * Enthusiastic and passionate about education with a sound understanding of best practice in SEN. * Is motivated by supporting the positive wellbeing of others * Keeps the students’ best interest in the heart their working practice * Is a practitioner who inspires others * Will become an advocate for the ethos of The Sunflower Federation in the wider community |
| **Suitability to work with children**   * Have an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people. * Display commitment to the protection and safeguarding of children and young people |