



Headteacher - Inspired Directions School

Salary:	£38,000 - £45,000
Pension contribution:	5% employer's contribution to personal pension plan
Hours:	37 hours per week
Annual leave:	28 days plus bank holidays
Employment term:	Permanent
Reporting to:	Chief Executive
Location:	Hackney

All young people should have a fair chance to succeed. Our mission is to create opportunities for all local young people to find their talents and thrive. Founded in 2004, Inspire opens doors for young people aged 3-24 through a range of programmes which help them to raise their aspirations and achievement levels.

We work with 42 schools across Hackney, Camden and Islington, supporting 15,000 young people each year with over 1000 volunteers and a huge network of employers.

In 2014 we established our independent school Inspired Directions, which offers alternative provision for learners whose needs cannot be met within mainstream education. Our school offers a nurturing and safe environment in which our small cohort of up to fifteen pupils can learn and develop. Through personalised learning plans, we support pupils to develop their personal skills, social capital and academic learning to progress on to college or training at age 16.

About the team

Our team values are:

Commitment – we are dedicated to our work and our cause

Collaboration – we build networks and partnerships to help us achieve our goals

Inclusivity – we celebrate diversity and provide support regardless of ability

Impact – making a practical difference to young people's lives

Community – we are driven by the experiences of young people growing up in our communities

Creativity – we innovate to meet the changing needs of young people

Safeguarding

Inspire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment; and as such an enhanced Disclosure and Barring Service (DBS) Check is required and safeguarding training is provided.



About the role

Working closely with the Chief Executive and Board of Governors and playing a key role in the Senior Leadership Team of Inspire, the Headteacher is responsible for leading Inspired Directions School. The key function of the post is to take responsibility for the education of pupils, management of school staff and financial sustainability of the school within in the charity. With the Chief Executive and Deputy Chief Executive responsible for the operations and overall sustainability of the school within the organisation, this is a rare and exciting opportunity to lead a small school with the focus of the role being on the pupils and education.

Responsibilities

1. Overseeing delivery and assuring quality

- Overseeing the planning and delivery of all programmes of work within the school
- Ensuring teaching and learning is of the highest quality and meets Ofsted standards, safeguarding and health and safety requirements
- Ensuring session observations are carried out and establishing a peer-review programme for ensuring best practice in design and delivery of learning for young people
- Working towards an 'Outstanding' Ofsted rating for our school
- Implementing the national Skills Builder Framework in our school
- Maintaining up-to-date understanding of school curriculum requirements, relevant government policy and good practice in the fields of SEN, NEET reduction and work-related learning
- Overseeing a high-quality mentoring programme for students, to be led by our Learning Assistant with Youth Work Specialism
- Ensuring we provide high-quality support for the families of our students
- Overseeing monitoring and reporting on student behaviour and academic progress
- Working closely with school staff, having overall responsibility for the engagement, learning, progression and behaviour of Inspired Directions School students
- Ensuring that all volunteers on Inspired Directions School programmes are appropriately recruited, trained and supported, in accordance with good practice
- Ensuring our safety and safeguarding policies and practices are adhered to at all times
- Keeping up-to-date with innovations including teaching practices and new technologies
- Assuming responsibility for the pastoral care of students where necessary
- Establishing an infrastructure so that staff and students can register their opinions on serious matters, and have a route via which they can communicate concerns to senior members of staff
- Ensuring the school space meets the needs of the curriculum and Health and Safety requirements
- Resolving major disciplinary issues with students, including working in partnership with local stakeholders such as children's services
- Collaborating with local and community organisations to deliver high-impact work for our young people as part of our curriculum
- Overseeing the effective and consistent use of the SchoolPod data management system
- Ensuring internal monitoring and reporting procedures are followed to aid the recording, tracking and monitoring of student attendance, attainment, progress and behaviour
- Making sure the school complies with General Data Protection Regulations (GDPR)
- Maintaining positive relationships with the Safer Schools Office (Police), local schools and Pupil Referral Units, Young Hackney and other sources of support for our students



- Meeting with other education professionals and representing the school at meetings and other events in the local community
- Ensuring our admissions policy and induction processes are robust and appropriate for our student group

2. Income generation, stakeholder management and school viability

- Working with the Interim Chief Executive and Governors to ensure our school meets the targets set in our school plan
- Ensuring the financial sustainability of Inspired Directions School, maximising school places and referral fees through developing a strong reputation for our school
- Generating a steady flow of student referrals, ensuring we hit referral targets each term
- Ensuring our provision achieves the outcomes agreed with our referral agencies and that our work meets the contractual conditions of relevant funding bodies
- Developing strong relationships with referrers and other funders, including clear lines of communication
- Working with the Head of Programmes to report on funding provided
- Working with the Deputy Chief Executive to follow the budget set for the school, ensuring delivery expenditure is within budget
- Ensuring delivery models are appropriate and cost-effective

3. Strategy, governance and leadership

- Arranging quarterly Governors meetings, preparing paperwork and presenting to governors, with the support of the Interim Chief Executive
- Ad-hoc reporting to Governors between meetings
- As a member of Inspire's senior leadership team, contributing to the effective leadership, strategic direction and day to day operations of the whole organisation
- Writing monthly management reports for Senior Leadership Team meetings
- Devising policies and practices for the school and ensuring staff members are on board
- Reporting on the school's performance to a range of audiences including Governors, the Local Authority, the local community and Ofsted
- Leading in the preparation and delivery of information for school inspectors including Ofsted and local agencies
- Encouraging cross-organisational working between the IDS team and staff within the delivery and central teams

4. Staffing

- Responsibility for all school staff
- Ensuring the school is adequately staffed within the agreed budget, with the right mix of skills to effectively deliver our work
- Line managing the Curriculum Coordinator and SENDCo, setting clear goals and targets for them and reviewing their progress against those targets
- Establishing methods to assure the quality of all line management within the school team
- Motivating and training staff
- Ensuring each member of staff within the school team has a clearly defined personal development plan
- Setting the professional standard for staff within the school team



- Supporting the development of staff objectives, undertaking performance reviews for direct reports and ensuring high-quality performance reviews are held for all school team members

5. Personal development

- Taking part in Inspire's performance review system
- Working with the Interim Chief Executive to identify and work towards personal development objectives
- Exploring and taking up opportunities for continuing personal and professional development, including mentoring and training

Person specification

Our ideal candidate will have the following knowledge, experience and attributes:

Area	Essential/ Desirable	Criteria
Experience	E	Managing high-performing teams
	E	Developing and maintaining excellent working relationships
	E	Monitoring expenditure across a team
	E	Working in a multi-cultural education setting
	E	Strategic planning and implementing plans
	E	Working in an alternative provision setting
	E	Working with young people with additional needs
Qualifications	E	Educated to degree level or equivalent
	E	Teaching qualification
	D	Accredited further study relating to young people with additional needs
Knowledge	E	Awareness of equalities issues in the local area
	E	Differentiating programmes for young people with a range of needs
	E	Understanding of financial reporting and budgeting
	E	Up-to-date knowledge of school curriculum requirements
	E	Understanding of HR good practice
	D	Up-to-date knowledge of government policy and good practice in the fields of education and work-related learning
Skills and attributes	E	Excellent planning, prioritisation and organisational skills
	E	Self-motivated and able to drive work forward
	E	Outstanding communication skills including managing teams
	E	Excellent line management skills



	E	Ability to think creatively and clearly and translate ideas into activity
	E	Training, teaching or group facilitation skills
	E	Ability to plan, set targets and review progress
	E	Strong management and leadership skills
	D	Public speaking/ presentation skills
Characteristics	E	Commitment to our aims and purpose
	E	Professional approach
	E	Flexible
	E	Enthusiastic and self-motivated
	E	'Can do' attitude
	E	Commitment to high-quality delivery and outcomes
	E	Excellent team player, with a willingness to support colleagues
	E	Interested in a varied role
	E	Calm persona
	E	Thrives in a busy environment
	E	A desire to learn and develop