Medina House School
Opportunity • Nurture • Success

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Green Street, Newport
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School Lane, Newport
PO302HS
01983 522 917 (Op1)

Main Road, Chillerton
PO303EP
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Proposed Job Summary

The Head of School would work directly alongside the Headteacher and would be responsible for the day-to-day leadership and management of the school.

Key responsibilities would include:

Operational Leadership:

- Leading the daily operation of the school.
- Being the first point of contact for parents/ professionals and triage these enquiries.
- Ensuring consistent implementation of policies and procedures.
- Maintaining high standards of behaviour, attendance, and pupil welfare.
- Overseeing daily staffing deployment and operational decision-making.
- Work collaboratively with the Headteacher, SBM and Bursar regarding budgetary decisions such as staffing and resourcing.
- Conducting select back to work meetings and supporting the absence management process for staff.
- Providing effective and comprehensive communication to all parents and other stakeholders regarding all school related issues.
- To work collaboratively with other Heads of School, the Headteacher and all other relevant staff to ensure high quality educational standards are met.

Quality of Education:

- Supporting curriculum implementation across all pathways.
- Monitoring teaching, learning, and assessment.
- Working with senior and any appropriate middle leaders to drive continuous improvement.
- Coordinating quality assurance activities such as learning walks, Earwig analysis and EHCP monitoring to ensure all pupils are making progress.
- To monitor pupil attendance and raise concerns accordingly to attendance policies and thresholds.

SEND Provision:

- Supporting the delivery of high-quality specialist provision.
- Ensuring consistency in the implementation of EHCP outcomes.
- Working collaboratively with therapists and specialist professionals.
- Supporting annual review processes and multi-agency planning.
- Liaising with the schools SENCo to ensure effective monitoring of EHCP outcomes and IEPs.

Safeguarding and Wellbeing:

- Supporting safeguarding systems and practice.
- Working alongside the Designated Safeguarding Lead, where appropriate, to triage and monitor disclosures and actions.
- Promoting pupil wellbeing, inclusion, and positive outcomes for all stakeholders.
- Supporting staff wellbeing initiatives.

Leadership and Staff Development:

- Providing line management and professional support to leaders, teachers and support staff as required.
- Completing performance management processes for those they line manage.
- Developing leadership capacity across the school.
- Contributing to succession planning and talent development.