



Ochil Tower School

living, learning and growing together

POST:	<i>Education Manager</i>
HOURS:	<i>43 weeks per annum 40 hours per week (includes breaks)</i>
REPORTING TO:	Head of Education
RESPONSIBLE FOR:	Full responsibilities of line management of teachers after completion of six months probation, following a staged process
SALARY:	£36,723

Ochil Tower School provides education and care for children and young people who have complex additional support needs requiring highly differentiated approaches to both their education and care.

In response to increasing demand we are engaged in a very ambitious and exciting development phase over the coming 5 years which will further enhance our reputation for excellent and innovative provision. To achieve this ambition, we will:

- Increase our 52-week residential capacity
- Strengthen our 24 hour curriculum
- Enhance our estate over time with a new build school with customised learning environments
- Further develop our post 18 learning opportunities within the Life Skills Centre

As the organisation continues to increase capacity, to ensure the highest quality of both education and care we are also further investing in our staffing complement.

To this end we are seeking to appoint a GTCS registered teacher to the post of Education Manager who will report directly to the Head of Education, lead the Education Team in delivering the curriculum and statutory requirements, ensure smooth operations of the classes and the Life Skills Centre and work very closely with the Residential Care Manager to ensure the implementation of a 24-hour curriculum.

Together the post holders will have significant operational responsibility to ensure that the children and young people who are with Ochil Tower on a 52-week residential basis enjoy and benefit from a holistic approach to their education and care.

In addition to holding full GTCS registration, interested applicants must be able to demonstrate:

- significant experience in complex additional support needs
- innovation in terms of curriculum design
- evidence of collaborative working and its impact in terms of pupil gain and their own professional development, linked to the Professional Standards
- an understanding of the key statutory and policy imperatives (ASN legislation/GIRFEC)

ROLE PROFILE

As indicated, Ochil Tower is looking to appoint an Education Manager who can enhance the capacity of the existing Senior Leadership Team to deliver on the strategic objectives of the school as we develop our excellent and innovative 52-week provision.

The anticipation is that you will have at least 5 years' experience of working in the field of complex additional support needs, either in a school or specialist service. Experience in a management role would be advantageous or the ability to clearly evidence your potential to take on this exciting leadership role. You will assume designated line management responsibility for the Teachers, under the direction of the Head of Education, within six months of taking up post, depending on previous experience.

In delivering on the expectations of the role you will evidence the Professional Knowledge and Understanding together with the Skills and Abilities as defined in the Standard for Middle Leadership as appropriate and relevant to the context of Ochil Tower under the direction of the Head of Education.

Understand and develop a strategic vision

The successful candidate will:

- Contribute to the shared strategic vision, ethos and aims of Ochil Tower
- Contribute to an ongoing process of organisational evaluation and review
- Work collaboratively with the Residential Care Manager to foster a collegiate approach between education and care colleagues
- Co-facilitate the delivery of the objectives of the 52-week residential provision
- Ensure that Learning for Sustainability is core to practice
- Demonstrate a visible example of and commitment to personal professional development as a "lead learner"

Have knowledge and understanding of political, economic, sociological, technological, legal and environmental trends and developments to enhance positive outcomes for all learners

The successful candidate will:

- Maintain a knowledge of all current developments which have an impact on practice and pupil learning at Ochil Tower
- Advise on any aspects which might impact on Ochil Tower in relation to quality processes, policies or practice

Have an enhanced and critically informed understanding of Curriculum

The successful candidate will:

- Ensure that the 24-hour curriculum design for Ochil Tower is relevant to meeting the complex additional support needs of the children and young people and is underpinned by a clear rationale
- Demonstrate a clear understanding of the synergy between Curriculum for Excellence and GIRFEC in addressing complex additional support needs in both the school and residential setting
- Support curriculum review to ensure needs continue to be best met and maximise individual pupil experiences
- Have direct responsibility of curriculum delivery by the Education Team
- Show an awareness of and the ability to take account of, the implications of national guidance – e.g. Education Scotland, Child protection and Safeguarding, GIRFEC

Have knowledge and understanding of Leadership and Management related to your context

The successful candidate will:

- Lead the Education Team on the delivery of the 24 hour curriculum objectives, improvement planning and meeting statutory requirements
- Contribute to and further enhance the professional capacity of the operational management team
- Evidence and support effective collaborative working within the operational management team
- Show an insight into multi-disciplinary working and its nuances at a operational management and practitioner level
- Demonstrate effective and empowering line management of teachers and provide direct support to teachers to their line management of the Teaching Assistants.
- Support innovation and diversity to best support pupil learning
- Lead on professional learning for the Education Team
- Advice and lead on education based professional learning for the Care Team

Understand and demonstrate Political Insight

The successful candidate will:

- Clearly demonstrate a current understanding of the role of independent special schools in meeting complex additional support needs
- Enthusiastically profile the contribution which Ochil Tower makes to the national scene
- Be aware of and responsive to both the visible and invisible dynamics between education and care within a residential school setting
- Evidence the above in daily practice

Understand and demonstrate self-awareness and inspire and motivate others

The successful candidate will:

- Demonstrate self-awareness through critical reflection and enquiry
- Lead on professional development in the context of Professional Update for all teachers while the Head of Education will undertake PRD annual reviews and final sign off
- Lead on professional development for the Education Team and undertake termly Reflective Professional Discussions with the Teachers.
- Lead by example in terms of identifying and addressing unconscious bias and responses to protected characteristics
- Contribute to the professional capital of the operational management team with a particular focus on decisions relating to achieving the goals of Ochil Tower School

Judge wisely and decide appropriately

The successful candidate will:

- Demonstrate consistently sound decision making
- Show empathy and discretion as appropriate
- Empower staff whilst validating the associated outcomes
- Be alert to unconscious bias and the implications of protected characteristics
- Be open to challenge and review and in turn being capable of appropriate and measured challenge

Communicate effectively

The successful candidate will:

- Evidence an ability to relate to a range of stakeholders, including parents, carers and colleagues from various disciplines and the wider school community
- Demonstrate a high level of performance in oral presentation and written report writing
- Have competent IT skills

SPECIFIC POST RESPONSIBILITIES

In the context of the above the post holder will also:

- Deputise for the Head of Education as appropriate
- Represent the school at national events and local authority meetings as required by the Head of Education
- Lead on considerations of placement requests in conjunction with the Residential Care Manager for recommendation to the Heads of Education & Care
- Participate in the shared 'senior on call' system
- Provide class cover as necessary in response to teacher absence

QUALIFICATIONS

Essential:

- Degree level in Education or equivalent
- GTCS registration

Desirable:

- PGCert/Dip in Inclusive Practice or equivalent

EXPERIENCE & SKILLS

Essential:

- 5 years experience of ASN teaching
- An understanding of curriculum of excellence, Hgios 4, GIRFEC and the key drivers of the NIF
- Good understanding of the principles of safeguarding and Child / Adult Protection legislation
- Experience of dealing with significant incidents and accidents
- Experience of dealing with complaints and concerns
- Record of effective work in identifying and meeting the needs of young people across a broad range of support needs/age groups
- Ability to provide both support and challenge to staff in supporting learning
- Experience of implementing curriculum change
- Good oral and written communication skills and good presentation skills, including IT
- Good planning and organisational skills
- Skilled in assessment and reporting techniques
- Ability to lead and motivate a team and provide a clear sense of direction

Desirable:

- Experience of line management and coaching
- Knowledge of social pedagogy
- Knowledge and experience of using a wide range of augmentative communication
- Ability to source and manipulate information effectively
- Experience of key working and care planning

PERSONAL CHARACTERISTICS

Essential:

- Healthy sense of humour
- Manage a work life balance
- Flexibility in the workplace
- A resilient nature
- Possess empathetic skills
- Inspiring, enthusiastic and motivating
- Empowering and supportive
- Have the ability to create and maintain positive relationships.
- Confident to address challenging situations
- Problem solving
- Emotional awareness