

Job Title:	Head of Provision	Job Category:	Education Leadership
Level/Salary Range:	Head Scale	Position Type:	Full time Term time 41 weeks per year
HR Contact:	hr@elysianuk.org	Date Posted:	Last Reviewed July 25
Employment location:	Elysian sites		
Employer website:	www.elysianuk.org		

Job Description

JOB DESCRIPTION: HEAD OF PROVISION

Main Purpose

- Strategic development of the Elysian Provision, including an oversight and facilitation of the day-to-day operation with the aim of ensuring the provision is compliant, good quality and children and young people are achieving their best possible potential.
- Ensure the Elysian Provision is compliant and supersedes the expectations of the Independent school standards and other legal and national guidance documents, including Keeping Children Safe in Education.
- Line manage and support a range of management, education and support staff.
- To oversee, monitor and develop the provision to ensure progress of learners.
- To ensure that the provision carries out its statutory responsibilities regarding all Learners with an EHCP.
- Strategically lead all staff in understanding the needs of learners. Provide professional guidance to staff to secure good teaching for learners through both written guidance and meetings.
- Advise on and contribute to the professional development of staff.
- Be involved in the overall development and shaping of the service, including workforce development and recruitment.
- Support the identification of and disseminate the most effective teaching approaches for the individual learners. Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the provision.
- Analyse and interpret relevant school, local and national data to develop more robust systems and ensure learner achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or Education Health and Care Plan and CAFs where appropriate and attend / chair when necessary.
- Coordinate/attend Annual Reviews for learners to help facilitate continuity and progression through the development, including e.g. transition programmes.
- Exercise a key role in being part of a Management team with Elysian in the development of the overall organisation and its provisions for children and young people and families.
- Ensure all relevant policies and procedures are regularly reviewed and up-to-date
- Develop partnerships and relationships to ultimately continuously develop the provision and offer confidentiality.
- Take lead responsibility as Designated Safeguarding Lead (DSL) for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems in place). Support staff members to carry out their safeguarding duties.

QUALITIES

Leadership skills

Evidence that can show candidates can:

- Demonstrate evidence of outstanding successful teaching as a Senior Teacher, SENCO, Head of Curriculum, Head of Provision and/or Learning etc.
- Build upon current good practice by supporting and developing effective teamwork across the whole provision
- Initiate and manage change and improvement in pursuit of higher standards and objectives.
- Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others.
- Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward.
- Provide an inspiring role model for learners and staff, creating an environment where all can thrive.
- Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of provision life within the resources available.
- Lead/Support the safeguarding of learners, ensuring their welfare is prioritised.
- Demonstrate a willingness and ability to engage in wider system development.

Communication and Problem Solving

Evidence that shows candidates can:

- Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the provision..
- Use numerical and financial data with confidence and use it to make decisions in partnership with other leaders, based upon analysis and interpretation.
- Demonstrate reasoned judgement in difficult circumstances.
- Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict.
- Communicate, negotiate and secure cooperation of a wide range of people.
- Create a climate of open communication where people feel able to express opinion and know their views will be respected.
- Develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts

Personal Effectiveness

Evidence that shows candidates can:

- Prioritise and manage time appropriately, able to work under pressure and to deadlines.
- Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances.
- Be self motivating and achieve challenging professional goals.
- Take full responsibility for own professional development.
- Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour.
- Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.
- Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education.

DUTIES AND RESPONSIBILITIES:

1. Responsibilities and duties specific to this Role:

Develop, write, coordinate and oversee innovative, specialised projects within the provision and future projects such as ongoing development of the offer, such as the curriculum.

Quality-manage the development and delivery of education and skills lessons and programmes to the laid-down procedures.

Work in partnership with the Leadership team develop the curriculums including high quality schemes of work mapped to curriculum outcomes, relevant to target audience.

Development of progression pathways and instigation of such, including accreditation; recording outcomes.

Facilitate teaching, and the supervision of teaching staff, including the Equine relevant pathways.

Contribute to Elysian's curriculum and Education provision strategy, ensuring resources across the organisation are utilised effectively.

Develop and deliver education and skills strategies including the qualification framework and other relevant development strategies where applicable, working closely with curriculum providers (e.g. NCFE).

Develop and deliver development plans as agreed with the Leadership Team.

Manage within budgets to ensure that programmes are sustainable.

Work according to an agreed Strategic Plan set out in collaboration with the Organisation leaders, including the Proprietors.

Liaise with, and work in partnership with other schools and education providers where appropriate.

Support the management of targets for the Education, Learning and skills programmes.

Together with colleagues on the leadership team, establish and extend relationships with members of local partnerships and boards, particularly around education, learning and skills.

Quality-manage paperwork and course files ensuring correct, current and completed to OFSTED/ISI standard.

Contribute to the sharing of practice, attendance at regional and national networking forums and representing programmes at local and national events.

Develop links/partnerships with other agencies and work collaboratively with a range of agencies to have the most impact.

Work closely with colleagues on the leadership team, in ensuring safeguarding, risk management and assurance are delivered.

Deliver high commitment to the organisation, support the leadership team to enhance employee engagement and maintain positive culture throughout all delivery areas.

Keep up to date with relevant educational and skills training and changes in government policies and strategies including OFSTED/ISI/Departments for Education/Government standards.

Ensure all delivery staff are fully trained in specific programmes within the curriculum area.

Evaluate the efficiency and progress of the education, learning and skills curriculums and in partnership with other managers, create evaluation and monitoring strategies for the curriculum.

Undertake staff observations and quality audits alongside the wider Leadership team.

Propose/Introduce new procedures where identified across the curriculum in partnership with other relevant Senior members of the team.

Assist all Education and learning facilitators with the planning and delivery of sessions as required.

Assess efficiency of programmes.

Contribute to the oversight of internal and external assessment and verification.

Supporting the financial integrity of the organisation through effective oversight of referrals, funding arrangements and contractual arrangements.

2. Management responsibilities and duties:

Manage, develop, communicate with, and engage the employees within your remit.

As a Manager within the organisation, communicate and engage across the wider-team.

Ensure employees are fully inducted, trained, appraised and progressed in line with Elysian policies

3. Administration responsibilities and duties:

Work within administrative and financial staff and systems to ensure smooth running and quality of projects.

Complete relevant administration for partner agencies.

Produce accurate ad hoc reports as requested.

Answer internal and external queries in relation to your role in a timely and professional manner.

Ensure third party agreements, service level agreements, risk assessments, lesson files and session plans are up to date, in place and signed where relevant.

Ensure databases are updated on a regular basis with correct information.

Contribute to monthly reports, quarterly statistics, traffic lights and development plans.

Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation.

4. Development responsibilities and duties:

Contribute to the processes of forward planning and development of programmes.

Keep up to date with relevant developments in your curriculum areas.

Support the objectives and aims of Elysian, and associated companies as relevant.

Attend relevant training and good practice events and organise and/or deliver organisation events.

5. Behaviour and Professional responsibilities and duties:

Maintain working practices in line with Elysian's Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas.

Ensure regulatory and legislative requirements are met at all times.

Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Elysian's core values at all times.

Maintain the highest level of professionalism and confidentiality.

Attend working groups and CPD session as required.

Build strong internal relationships.

Work in collaboration with colleagues to achieve the end goal.

Ensure positive organisational messages and culture are maintained.

Contribute to good housekeeping across all organisation's sites and equipment.

Follow the laid down policies and procedures at all times.

The post holder may be required to do other duties required and directed by the Proprietors of Elysian as part of developing and maintaining a good quality provision for children and young people and their families.

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

Reviewed By:	Charlotte Williams	Date:	23/05/2025
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time