

JOB DESCRIPTION

JOB TITLE:	Executive Principal of Sunfield School and Children's Home
FIELD OF PRACTICE:	Transformative Leadership (Field 7)
POST REFERENCE NO:	SUN10002
RESPONSIBLE TO:	Director of Schools
ACCOUNTABLE TO:	Trustees of Sunfield Children's Home Ltd
GRADE /SALARY:	Up to £83,041 - this may be increased for exceptional candidates. Relocation Allowance available.
LOCATION:	Sunfield Children's Home

VISION

The post holder will be expected to support, embrace, articulate and work with Sunfield's and Ruskin Mill Trust's objectives, vision, values, purpose and methodology which are drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the development of the whole child. In addition, Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with the Director of Schools, and with all staff employed within the school, the children's homes Ruskin Mill Trust and Trustees, parents, students, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To lead and develop Sunfield, embedding the vision, method and purpose of Ruskin Mill Trust within the school curriculum and Ruskin Mill Trust's Seven Care Qualities for children and young people with Autism and complex learning needs. This includes providing senior leadership for the school and working closely with the Head of Care and Registered Manager in the leadership of the children's home; which secures its success and sustained improvement.
- The post holder will ensure Sunfield provides a high-quality education and care (Good and Outstanding) for all its students and meets the highest standards of learning and achievement in accordance with statutory and Ofsted requirements in both education and care, whilst applying Ruskin Mill Trust's vision and methodology.
- To ensure that the school meets the Independent School Standards in all areas.



- To ensure that the Ruskin Mill Trust's paradigm of biodynamic agriculture, holistic care and support, and Practical Skills Therapeutic Education, is maintained, implemented and integrated within the school.
- As the school/children's home is part of the collaborative provision of Ruskin Mill Trust, which consists of colleges, schools, children's homes and residential provision, the post holder will contribute to the whole life of the school, and residential provision. Always remembering that our core purpose is to improve the education and care of the children and young people at each provision and they will be required to work collaboratively with the leaders of each provision.
- The post holder will lead the Sunfield Senior Leadership Team (consisting of education, care, land, therapy, training and safeguarding and will work with Ruskin Mill Trust to inaugurate new trainings drawn from the Ruskin Mill Trust's Seven Fields of Practice and implement the learning, and will be required to fulfil duties commensurate with this position.
- The post holder will be expected to lead a strong intention of working with the outdoor curriculum and link it in to the pre-precursors of learning.
- Some evening and weekend working will be required.

CORPORATE CONTRIBUTION

- The post holder will be expected to contribute to the Trust as a whole and uphold the underpinning values and philosophy of Ruskin Mill Trust at all times.
- To articulate and manifest the vision and method of the Trust and Practical Skills Therapeutic Education in order to support the re-imagining of the child's potential, shape their own future with regard to the operation and development of the Provision.

Key Area of Responsibility - EDUCATION

- Working with the school leaders to lead the school in ensuring that the method, vision and purpose of the Trust is embedded and that the school maintains Good within Ofsted and the Independent Schools Standards. Working closely with wider cross Trust school leaders' group, to implement the innovative curriculum that is developed out of the Ruskin Mill context of biodynamic agriculture and land-management, braiding contents and method of the Steiner Curriculum, the National Curriculum and where appropriate, nationally accredited qualifications.
- To ensure that the development of the curriculum enables the environment and land work to enrich sensory development.
- To ensure that festivals are incorporated into the teaching and learning and planned within the curriculum.
- To ensure that all school and home staff can work effectively with children with complex needs including autism, ADHD, mental health difficulties and challenging behaviours
- To work with the Senior Leadership Team to ensure the establishment and centrality of the child in the Student Study as an organising principle for progress and development.
- To support the school leaders to hold and articulate clear values and moral purpose, focused on providing a world-class education for the students they serve in line with the Trust's methods.
- Sustain wide, current knowledge and understanding of education regulations and systems locally, and nationally and pursue continuous professional development.
- To ensure compliance of the Independent School Standards, ensuring that all standards are met and that all staff are working within these standards.

- To communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.
- Establish creative, responsive and effective approaches to learning enabling children with complex needs and autism to engage, enjoy and achieve
- To ensure there is an effective process to oversee the assessment of students' progress in school, maintaining an overview of assessment procedures and moderation.
- Together with the school leaders, Director of Schools, and Director of PSTE, to oversee the evaluation of classroom practice and improvement strategies.
- Celebrate excellence and challenge poor performance across the school and children's homes, gaining advice and support from the Department of Human Resources as required.
- To lead the creation and continual progress made on the School Improvement Plan (SIP) and Self Evaluation Form (SEF)
- Monitor and evaluate data relating to academic and pastoral progress with the school leadership team and report results and analysis to the Director of Schools and Trustees
- Working in partnership with the Director of Schools and Head of Care, ensuring that Parents, Placing Authorities and Trustees receive relevant and timely information relating to young people's learning and progress.
- Through effective collaboration with colleagues across the Trust, ensure that young people have suitable opportunities to accredit their learning, progress, health and wellbeing
- To ensure the school leaders delivery of assemblies and the SMSC and British Values curriculum across the school.
- To lead the Admissions Team and relevant stakeholders in ensuring the successful transitions of students coming in to Sunfield and leaving.

Key Area of Responsibility - Care

- To work closely with the Head of Care/Registered Manager of the Children's Home and ensure that all regulatory requirements are met as well as RMT's Seven Care Qualities are embedded throughout the homes.
- To work closely with the Head of Care/Registered Manager to ensure the management of all aspects of the homes in accordance with the Statement of Purpose, including the programmes of care and placement plans, maintaining commitment to the ideals and principles of a person-centred therapeutic service ensuring consistency of approach.
- To work with the Head of Care/ Registered manager to ensure management of all aspects of the home ensuring compliance with all legislation as a minimum, leading a team of care professionals to create both positive and measurable outcomes for every child, every time. Maintain the highest standards of care within the guidelines, policies and procedures of Ruskin Mill Trust working towards positive and measurable outcomes for each child.
- To work with the Head of Care/ Registered Manager to ensure the delivery of Ruskin Mill Trusts therapeutic based methods by providing a safe and nurturing environment for children aged 7 - 19 working closely with the Clinical Services team to ensure a genuinely therapeutic approach.
- To work with the Head of Care/ Registered Manager to ensure that every home fully understands and embraces the Trust's policies and processes in relation to safeguarding, and collaborates closely with the designated safeguarding lead to ensure compliance.



- To develop relationships and to collaborate closely with external agencies and professionals to deliver the best possible outcome for each child, ensuring effective, professional communication and working relationships at all times and acting upon recommendations from external inspections.
- To participate in the strategic development of Children's Services within the Trust.
- To ensure that each child is provided with the appropriate opportunities to develop life skills and positive and constructive social activities commensurate with their age, interest and abilities and that diversity is taken into account by creating and maintaining an ethos where equality and diversity is fully embedded.

Safeguarding

- To have a sound knowledge of safeguarding procedures, working with the Designated Lead for Safeguarding and the wider Sunfield Safeguarding Team to ensure the safety of all our students.
- To manage the premises and resources ensuring that all Health and Safety/Maintenance concerns are managed by working closely with the designated Sunfield Health and Safety Lead and/or the Trust Head of Health and Safety and Head of Maintenance to ensure that;
 - Risk assessments are completed and regularly updated for all educational activities,
 - The school and children's home complies with all statutory requirements for the management of fire safety, water hygiene management and health and safety,
 - Staff and student accidents and incidents are reported in an accurate and timely manner
 - All buildings are maintained in a safe and healthy condition and fully compliant with all regulatory requirements
- To fulfil the role of Deputy Designated Safeguarding Lead/Safeguarding Officer, to promote and embedded best safeguarding practice. Work closely with the Designated Safeguarding Lead and Trust Head of Safeguarding, ensure that the safeguarding of children and young people at Sunfield is a priority and rigorously embedded.
- Ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures
- Ensure that all staff receive relevant safeguarding induction, CPD and annual refreshers commensurate with their roles and responsibility.
- Ensure all staff are issued with latest version of Keeping Children Safe in Education and 'What to do if you are worried a child is being abused- advice for practitioners' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are aware of the Whistleblowing Policy.

Managing the provision:

- To ensure that the provision is adequately resourced within budget with an appropriate mix of skills, experience and personalities, and that rotas are managed effectively to maintain a safe and well led provision.
- To collaborate closely with the HR team to assure the calibre of the care team, contributing to recruitment, induction, training and performance management processes.
- To actively support and implement new initiatives to broaden the range of service offerings.

- To prepare reports in a timely manner for the Executive Team and Trustees as required under the direction of the line manager or Trustees.
- Undertake on-call duties as required, maintaining appropriate records, working in conjunction with management colleagues.
- To support the work undertaken by students of the Field Centre
- To ensure that the aesthetics of the whole site represent the vision and values of Ruskin Mill Trust and to ensure that the classrooms support the children and young people's needs and are aesthetically pleasing.
- To lead the Senior Leadership Team to develop and implement Sunfield and Ruskin Mill Trust's strategic plan and to ensure that key site-wide policies are implemented effectively within school.
- To prepare and present relevant information to the Director of Schools and Trustees.
- Working with the Director of Schools, Department of Human Resources and Finance Department to manage the school's human and financial resources effectively to ensure both financial stability and a continued focus on Quality Improvement
- To actively promote and be a role model cross Trust and inter departmental/team collaboration and the achieving of integrated service delivery.
- To work in collaboration with the other schools and head Teachers providing support when required.

THE SELF-IMPROVING SCHOOL/ CHILDREN'S HOME

- To collaborate closely with external agencies and professionals to deliver the best possible outcome for each child, ensuring effective, professional communication and working relationships at all times and acting upon recommendations from external inspections.
- To work closely with the Ruskin Mill Trust Team to ensure that the school excels as a Ruskin Mill Trust School.
- To play a key role in strengthening the cross-trust cooperation in developing a contemporary curriculum inspired by the insights of Rudolf Steiner; working collaboratively with the heads of schools.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
- To ensure that every member of staff and visitor fully understands and embraces the Trust's policies and processes in relation to safeguarding, and collaborates closely with the designated safeguarding lead to ensure compliance.
- 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.
- Work with the training manager to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

STAFF MANAGEMENT AND SUPERVISION

- Will have direct staff responsibility for the Headteacher, Head of Care and Therapies, Land Manager, School Business Manager and additional members of the Senior Leadership Team

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the visions values purpose and method of the Trust, in their everyday practice.
- To lead, attend and participate in staff in-service training days.
- To engage with and complete Ruskin Mill Trust Training Programmes as required.

- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield and Ruskin Mill Trust.
- To undertake training and development as required by the School, the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Person Specification / Training and Development Requirements

Position: Executive Principal of Sunfield School and Children’s Home

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> QTS Degree from a recognised university and relevant teaching experience. Full, clean driving licence. Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> Level 5 or above in Children’s Social Care qualification
Experience/ Knowledge	
<ul style="list-style-type: none"> Experience as Headteacher of leading a school/provision through a successful Ofsted inspection Experience of leading and managing educational/curriculum change to deliver improved performance. Evidence of innovative and successful management performance, ideally in staff development. Experience of having led, to the success of an organisation through its leadership, vision, teaching and results. Able to evidence experience of successful implementation of quality assurance processes to address concerns or identified areas of improvement. Experience of managing a significant budget within financial parameters. 	<ul style="list-style-type: none"> Experience of working within a complex organisation. Experience of working in a leadership role within an Ofsted Regulated Children’s Home Up to date knowledge about current legislative frameworks which will impact on this waking curriculum provision
Skills and Abilities	
<ul style="list-style-type: none"> Adaptable and shows initiative. High level of personal resilience. High level of emotional and social intelligence. 	



Other	
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none">• Equality of opportunity• Promoting Ruskin Mill Trust's vision values, purpose and method• High quality, stimulating learning environment• Relating positively to and showing respect for all members Sunfield and its wider community• Ongoing relevant professional self-development• Safeguarding and child protection	