

JOB DESCRIPTION

1.	Service:	Children and Families (SEN Support Services)
	Location:	The Pavilion Study Centre
	Job Title:	Headteacher of the Pavilion Pupil Referral Unit (PRU)
	Grade:	Headteacher: Leadership Scale
	Post No.:	
	Reports to:	SEN Support Services Manager

2. Context and Purpose of the Job

To be responsible to the PRU Management Committee and SEN Support Service Manager for managing the PRU effectively.

To promote Inclusion within the Borough.

3. Accountable for: -

Key Accountabilities Specific for This Post

- 3.1 Manage, lead and direct the PRU staff and ensure that services are provided effectively and efficiently to schools and other external and internal clients.
- 3.2 Responsible for the provision of the Teachers, Teacher Assistants, Administrative Assistant and Caretaker within the Local Educational Authority (LEA).
- 3.3 To assist with the production of LEA development and the business service planning processes.
- 3.4 To ensure that appropriate and effective management and financial processes exist to arrange PRU staff budgets and to provide accurate management information.
- 3.5 To undertake premise control responsibility for the PRU and Old Pavilion.
- 3.6 To contribute to changing local and national demands, which may influence the requirements that will be made of the service or its funding arrangements to plan accordingly.
- 3.7 To implement the Guidance on Social Inclusion.

- 3.8 To work towards full time provision by September 2002 for permanently excluded pupils and for those excluded from school for more than 15 days.
- 3.9 To participate in and contribute to the processes and procedures in the Borough which promote effective communication about special educational needs.
- 3.10 To contribute to any training programme as required.

4. Management and Professional Services

- 4.1 To be involved in the overall development of the SEN Support Service.
- 4.2 To facilitate and monitor the development of the PRU through the production of a School Development Plan.
- 4.3 To take line management for staff of the Pitstop and their outreach work to schools.
- 4.4 To have responsibility for ensuring access to a broad, balanced and relevant curriculum.
- 4.5 in liaison with the Inclusion Team Manager to take responsibility for the reintegration staff who are devising and delivering programmes to assist pupils reintegrate into schools.
- 4.6 To further develop the partnership between staff, parents / carers, pupils and other agencies.
- 4.7 To provide education for children out of school.
- 4.8 To liaise with the Manager of the Inclusion Team.

5. Curriculum Responsibilities

- 5.1 Identify and determine in consultation with all interested parties, overall PRU aims and objectives.
- 5.2 Determine curriculum relevant to the academic abilities and range of needs of the pupils and allocating staff responsibilities.
- 5.3 Implement a systematic process of evaluating and reviewing curriculum delivery.
- 5.4 Determining and implementing a policy and organisation for the pastoral care of the pupils in the PRU.
- 5.5 Determining a policy of continuous assessment, monitoring and record-keeping .
- 5.6 Promoting high standards of achievement, and teaching and learning of the highest quality.

6. Management of Professional Service Area

- 6.1 Manage the day to day work of the PRU staff in order to meet Council's objectives and requirements within the context of the Corporate Plan.

Ensure that:

- the resources available are used for the benefit of all the Borough's residents
- local people and communities are served in a way which enables people to control their own lives and participate in making services better
- partnerships are developed with agencies, businesses and community organisations which enhance service delivery
- services are responsive, relevant and good value for money
- service users and residents are treated equally with understanding and respect, ensuring that they receive clear information about the standards services should meet and are able to obtain services and information easily
- no resident or user is prevented from accessing services by reason of understanding disability, gender, race or religion
- change is anticipated and responded to in order to help and improve the quality of life for Barnet's residents and users of the authority's services.

- 6.2 Implement Council policy and strategy in regard to the PRU ensuring that the section's work programmes accord with corporate goals and objectives and that communication processes within the section are efficient, timely and responsive to the needs of Members, users and other officers.

- 6.3 Where requested, participate in the Service's Senior Management Team contributing to the implementation of the Service and Council policy and priorities.

- 6.4 Establish standards which ensure that the PRU is organised to deliver Council Policy in the most effective and efficient way possible. Produce mechanisms for the development, delivery, monitoring and review of service and performance targets across all professional service activities.

- 6.5 Advise the Head of Children's Services, Chief Executive and Members on issues relating to the areas under the postholder's control.

- 6.6 Ensure that customer care strategies are implemented within the section and that value for money services are delivered in accord with Quality Service Guarantees and equal access to services policy.

7. Corporate Management

- 7.1 Chair to participate in any corporate teams as requested by the SEN Support Manager.

- 7.2 Where appropriate, represent the Service and / or authority at Council Committees, Sub-Committees and other meetings, both internal and external to the authority.

- 7.3 Liaise with suppliers of external services to ensure that the best interests of the Council are maintained and that standards of operation are in line with member requirements and the Council's values. Personally responsible for working cooperatively with Members and other officers to deliver the Corporate Plan and overall objectives of the Council.
- 7.4 Where appropriate, work with the SEN Manager to produce strategic options which implement the Council's Corporate Plan and service objectives as determined by members. Develop appropriate performance standards in conjunction with the Strategic Policy Unit within the Chief Executive's Directorate.
- 7.5 If appropriate to work to the postholder, liaise with the corporate Procurement and contract Compliance Unit in the development of service specifications and contract performance standards for the service area and in further implementation of CCT.
- 7.6 Provide an advisory service to Council committees and other directorates on the functional areas which fall within the postholder's responsibilities.
- 7.7 If requested, work with the Chief Children's Officer, to produce strategies for working in partnership with the private sector in order to achieve Council aims. Ensure that any service provided in this way are accessible and affordable.
- 7.8 Comply with the council's values, equal opportunities policies and corporate standards and ensure that they are carried through into all aspects of service delivery.
- 8. Personnel Management**
- 8.1 Ensure that the principle of the Council as a single employer is upheld and protected in the PRU and is communicate to all staff and service users.
- 8.2 Implement the Council's employment policies and procedures in the intended spirit of corporatism and good practice and ensure that subordinate managers are adequately instructed ad coached in personnel and equal opportunity management.
- 8.3 Ensure that staff are treated equally with understanding and respect and that their entitlement to a fair hearing and trade union representation is upheld.
- 8.4 Properly identify the training and development needs of the staff so that each employee can do his or her best to play their part in aiming for high performance. Ensure that staff are given clear direction and understand the standards of performance expected of them. Lead / organise the implementation of Appraisal and Performance Management programmes for staff within the PRU.
- 8.5 Operate effective and efficient consultation mechanisms within the PRU and ensure that Council's corporate approach to handling Trade Union consultation is properly implemented.

- 8.6 Ensure that PRU staff are operating in accordance with the Health and Safety and Child Protection Codes of Practice.
- 8.7 Ensure staff are able to establish and maintain appropriate professional boundaries with respect to children and families and colleagues.
- 8.8 Manage the implementation of the Threshold and Performance Management processes within the centre.

9. Budget and Resource Management

- 9.1 Manage budgets for the PRU to ensure value for money. Optimise use of existing resources to meet clients needs in accord with member priorities and public demand.
- 9.2 Formulate capital expenditure, income and revenue expenditure proposals for the PRU. Ensure that services are managed, monitored and adjusted to meet financial, service and business targets in line with member priorities.
- 9.3 Where appropriate work with senior officers to produce financial strategies that maintain services and jobs in the face of changing funding levels.
- 9.4 As required, assist senior officers to review the use of all Council resources so as to provide space and flexibility to deliver Member's commitments.
- 9.5 As requested, assist senior officers in arranging funding programmes to obtain maximum advantage, for both the authorities, from all the various sources of funding available.

10. Promotion Of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

11. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

12. The Council's Commitment To Equality

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

Revisions Date: March 2002

Amended by: E Crawford