



## JOB DESCRIPTION

JOB TITLE:	Executive Head Teacher (Rudolf Steiner Education)
FIELD OF PRACTICE:	Practical Skills, Therapeutic Education and Transformative Leadership and Management (Field 2, 4 and Field 7)
POST REFERENCE NO:	SUN10001
RESPONSIBLE TO:	Executive Principal
ACCOUNTABLE TO:	Trustees of Sunfield Children's Home Ltd
SALARY/ GRADE:	Executive Level 2
LOCATION:	Sunfield Children's Home

### ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's and Ruskin Mill Trusts objectives, vision, values, purpose and methodology which is 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 physical, emotional and spiritual development of each child and young person who attends Sunfield. 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 all staff employed within the School, the children's homes (where appropriate) the colleges, Transform Residential Limited, Ruskin Mill Trust, parents, students, professional bodies, external consultants, and any outside bodies as and when required as directed by the Principal.

### JOB PURPOSE

- To lead and develop Sunfield as a contemporary Rudolf Steiner school and home for children and young people with Autism and complex learning needs. This includes providing leadership for the school and homes which secures its success and sustained improvement by ensuring the continued transition towards Rudolf Steiner/ Ruskin Mill Trust methods. The post holder will ensure Sunfield provides a high quality education for all its students and meets the highest standards of learning and achievement in accordance with statutory and Ofsted requirements whilst applying Ruskin Mill Trusts vision and methodology.

- To ensure that the Ruskin Mill Trust's paradigm of biodynamic agriculture, holistic care and support, Anthroposophical medicine and Practical Skills Therapeutic Education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision.
- As the school and 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, College 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 s/he will be required to work collaboratively with the leaders of each provision.
- The post holder will lead the Senior Leadership Team for Sunfield and will work with Ruskin Mill Trust to inaugurate new trainings drawn from the Ruskin Mill Trust's Seven Fields of Practice, and will be required to fulfil duties commensurate with this position.
- The post holder will be required to carry out their duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.
- Evening and weekend working will be required.
- The post holder will be on the on-call system.

## **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-imagination of the child's potential, shape their own future with regard to the operation and development of the Provision.

## **SYSTEMS AND PROCESSES**

- Drive Sunfield's development rigorously to achieve outstanding results for each and every pupil as well as with regards to Ofsted grading and full compliance with the Children's Homes Regulations and Independent School Standards.
- Ensure that Sunfield's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Senior Leadership Team to account for pupil, staff and financial performance.
- Exercise strategic, Rudolf Steiner curriculum development, in which financial planning budgets and resources are maintained along with the school's growth strategy, in the best interests of the children's achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.
- To prepare reports in a timely manner for the Executive Team and Trustees as required under the direction of the line manager or Trustees.

## **PUPILS AND STAFF**

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Develop a nutrition and food culture so that students are supported in their development through appropriate nutrition.

## EDUCATION

- Develop an 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 in which the festivals are fully celebrated as part of the school's sense of belonging to ensure, where appropriate, nationally accredited qualifications.
- Develop an outdoor curriculum with Trust colleagues, enabling the environment and land work to enrich sensory development.
- To work effectively with children with complex needs including autism, ADHD, mental health difficulties and challenging behaviours. To lead, manage and support staff to enhance the educational, residential and life experiences of pupils.
- To ensure the establishment and centrality of the child in the Student Study as an organising principle for progress and development.
- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve in line with the Trust's methods, Steiner Curriculum.
- Sustain wide, current knowledge and understanding of education, school, children's homes systems locally, nationally and globally, and pursue continuous professional development.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Ensure the delivery of Rudolf Steiner medical/therapeutic based methods, including eurhythmmy, art and massage.

## CHILDRENS HOME

- To comply and adhere to the Professional Standards for Teachers at the appropriate level (NQT, Core of Post Threshold) and maintain professional membership of the GTC (if eligible to do so) or any equivalent body.
- Oversee the residential provision to ensure that the children's homes are safe, warm and welcoming and embrace the 7 Fields of Practice in particular Holistic Support and Care.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school, homes and in the wider society.
- 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.
- 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 ensure that the homes and school are adequately resourced 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 manage 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.
- To manage 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.

## **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 and the Ruskin Mill Trust's Steiner Schools Advisor to ensure that the school excels as a Ruskin Mill Trust Rudolf Steiner School.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- 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.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Lead staff to understand and implement the paradigm of Steiner Education through staff training so as to develop the school and children's home as a contemporary Rudolf Steiner School for children and young people with complex learning needs.
- Model entrepreneurial and innovative approaches to school and home improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond Sunfield - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To support the work undertaken by students of the Field Centre
- To actively undertake research under the supervision of Aonghus Gordon the Founder of Ruskin Mill Trust.

## **STAFF MANAGEMENT AND SUPERVISION**

- The Executive Head Teacher, Sunfield - Rudolf Steiner Education has direct staff responsibility for the Deputy/ Assistant Head Teacher(s), Teachers, Head of Care, Head of Safeguarding and care personnel and other designated staff, but has overall responsibility for all staff within the School relating to teaching and learning.

## **SAFEGUARDING**

- Undertake the role of Deputy Designated Safeguarding Lead, reporting to the Sunfield Designated Safeguarding Lead.
- 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 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' 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 NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- 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.
- 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

## Executive Head Teacher

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher Status or recognised equivalent.</li> <li>• Completed or working towards a qualification in Steiner Pedagogy (Ruskin Mill Teacher Development Programme; Steiner Teacher Training Certificate; Social Pedagogy or equivalent).</li> <li>• Degree from a recognised university and relevant teaching experience.</li> <li>• Full, clean driving licence.</li> <li>• Evidence of commitment to own continuous professional development.</li> </ul>	
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of leading and managing change to deliver improved performance.</li> <li>• Evidence of innovative and successful management performance, ideally in staff development.</li> <li>• Experience of having led, or significantly contributed to the success of a department or small organisation through its leadership, ethos, teaching and results.</li> <li>• Able to evidence experience of successful implementation of quality assurance processes to address concerns or identified areas of improvement.</li> <li>• Up to date knowledge about current legislative frameworks which will impact on this waking curriculum provision</li> <li>• Experience of working within a complex organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of in working in an Anthroposophical organisation.</li> <li>• Experience of working in a residential setting.</li> <li>• Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Adaptable and shows initiative.</li> <li>• High level of personal resilience.</li> <li>• High level of emotional and social intelligence.</li> </ul>	
<b>Other</b>	
Demonstrate a commitment to:	

<ul style="list-style-type: none"> <li>• Equality of opportunity</li> <li>• Promoting Sunfield Children’s Home vision and ethos</li> <li>• High quality, stimulating learning environment</li> <li>• Relating positively to and showing respect for all members Sunfield and its wider community</li> <li>• Ongoing relevant professional self-development</li> <li>• Safeguarding and child protection</li> </ul>	
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Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

<b>NAME</b>	<b>TIMESCALES FOR COMPLETION</b>	<b>LENGH OF PROGRAMME</b>
Steiner Teacher Training Certificate	To be individually agreed with the post holder	2 years
7 Fields of Practice (Internal training)	First available opportunity	8 days over a period of 1 year
Safeguarding (internal policies and procedures)	Within 2 months of commencing role	3 hours
Local Safeguarding Children’s Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (de-escalation and restraint training)	At the first training opportunity	2 days
Craft/ Research	As agreed with the line manager	1 day per week for a minimum of 3 months