

APPLICANT INFORMATION PACK

HEAD OF PROVISION



WHO WE ARE

“The Future of Alternative Learning”

Founded in 2015, Ad Astra was developed in order to provide an opportunity for children and young people who were struggling to engage with mainstream schooling, to learn in an alternative way. Ad Astra are now the fastest growing Alternative Education Provision in Yorkshire.

Our aim is to re-engage our students by utilising our stunning countryside and facilities. We have been working in partnership with Natural England since the launch of Ad Astra operating on over 2200 acres of National Nature Reserve land.

Offering a wide range of skills and AQA Unit Award Certificates such as Conservation, Woodwork, Health and Fitness and Forest School, all underpinned by QTS delivered Maths and English GCSE's.

Established in York, Ad Astra also works throughout Doncaster, North Yorkshire and East Riding. Each Provision works across a number of outdoor and indoor locations.

Engagement, Education, Prevention and Reintegration form the foundation of who we are, and remain the central focus to our continued growth and development.



THE ROLE

The Head of Provision is responsible to the Managing Director for the strategic direction and overall management of the Provision. They are expected to ensure that the highest pastoral and academic standards are maintained across the Provision.

THE PERSON

The Head of Provision at Ad Astra is a broad and challenging role, but an incredibly rewarding one that gives the successful candidate an exciting opportunity to build on the considerable progress achieved by their predecessors.

The new Head of Provision should have extensive experience in leadership and be capable of maintaining momentum and inspiring future development of the Provision. They will be a visionary who is ambitious, adaptable, resilient and creative, having the welfare of the students at the heart of everything they do.



KEY RESPONSIBILTIES FOR THE ROLE INCLUDE

Academic Leadership

To work alongside the Senior Leadership Team to develop and sustain effective teaching and learning for the benefit of the students across the Provision.

Strategic Direction and Development

To work alongside the Senior Leadership Team to develop a strategic view for the Provision and its community. Plan for the future needs and development of the Provision within the national framework. Drive placement commissions, develop new business opportunities and cultivate external relationships in line with financial plans.

Student Welfare Overview

To assume the role of DSL. Manage all aspects of student EHCP's and care plans including attending/leading reviews, monitoring progress and deliver appropriate plans for individuals alongside external parties. Act as SENCO for the Ad Astra community. Act as family liaison and lead on all CIC and LAC students.

Leadership

To lead, motivate, support, challenge and develop staff to encourage continual improvement in performance.

Accountability

To be accountable for all aspects of Ad Astra life to the Managing Director and the entire Ad Astra community. To ensure the provision operates in line with all relevant national and local guidance and legislation.

External Links

To be an ambassador, ensuring clear and consistent communication to reinforce the Ad Astra values and to represent the Provision to parents, prospective parents, external agencies and institutions.

Deployment of Resources

To deploy people and resources efficiently and effectively in line with the Provision's strategic plan and financial context.

PERSON SPECIFICATION

	Essential	Desirable
Professional Qualifications and Experience	Minimum 5 years experience of a senior leadership position in either mainstream or AP setting	SENCO qualification
	Significant experience with SEN	Further qualification in leadership and management
	QTS	Relevant post-graduate degree
	Undergraduate degree	Substantial experience across a broad range of educational activities, including extra-curricular
	Significant experience of staff management from recruitment, development, retention and performance management	Drive and ambition to further own personal development
	Experience of commissioning new placements	Understanding and knowledge of systems such as social care, careers guidance and child welfare
	Significant experience and understanding relating to Safeguarding	
	Strong teaching record with evidence of significant pastoral involvement	
	A sound understanding of education and challenges therein	
	Experience in behaviour management	
Leadership & Management Skills	Ability to empower the senior management team, develop and mentor senior staff	Make decisions decisively and confidently
	Experience of developing and maintaining relationships with key internal and external parties	Clear communicator
	Understanding of compliance and statutory and regulatory requirements	Ability to display empathy and kindness
	Clear strategic vision and be able to clearly communicate these	
	Proven track record in performance management of staff	
	Ability to lead by example	
Business Development & Management	Experience and understanding of commissioning placements from external providers	Ability to deploy resources efficiently and effectively
	The ability to act as an ambassador for the Provision with external partners and prospective agencies	Proven track record of developing efficiencies within an organisation or setting
	Sound financial awareness and understanding with the ability to make judgements and plans within the framework of financial constraints	
General	A passion for student development and helping individuals to realise their potential	Confidence to think your feet and be adaptable to change
	Ability to think creatively and innovatively to ensure the continued welfare of all students	Happy to put on your wellies and gloves from time to time!
	The ability to see the potential development opportunities to support the continued growth of the provision	An enjoyment of the outdoors and the countryside
	A driving licence with access to own vehicle	Positive outlook

HOW TO APPLY

A letter of application and a full CV should be submitted to the Operations Manager, Laura Harben.

Applications should be submitted via email to laura.harben@adastrauk.co.uk before the closing date of 3rd February 2021. Any submitted after this date will not be accepted or responded to.

Candidates will be long listed and invited for a first interview, which will take place online 8th and 9th February 2021. Short listed candidates will then be invited to a second interview 22nd and 23rd February 2021 which will take place in person, following our COVID guidelines. A final interview will take place 25th February 2021 where candidates may be asked to prepare a short presentation in person.

Salary is negotiable upon application.

A formal contract of employment detailing and T&C's will be drawn up on appointment. The successful candidate will be expected to start 12th April 2021 at the latest.

Ad Astra are committed to the safeguarding and welfare of all students. The successful candidate will be appointed subject to satisfactory references and enhanced DBS clearance, proof of identification and qualifications, proof of right to work in the UK and satisfactory completion of all required employment checks.

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