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# Paul Jones

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## HEAD TEACHER - SENIOR MANAGEMENT

♦ Strategic Planning - Alternative Education Consultancy ♦

Over 30 years experience and up-to-date on government policies/guidance and managing a wide range of developments. Fully aware of the central principles, judging the quality of standards of schools and alternative provision, assessing and evaluating effectiveness, levels of performance and school improvements. Having recently turned around two Pupil Referral Units. Now looking to continue making a significant contribution as a Consultant, working with LEAs/schools/PRUs, developing inclusion practices and/or managing change to meet the current education agenda of "Every Child Matters".

### AREAS OF EXPERTISE

- Strategic Planning
- Change Management
- Alternative Provision
- Property Management
- Trouble Shooting/Problem Solving
- Curriculum Development
- Leadership & Staff Training
- Disciplinary Procedures
- Cost Plans / Budgeting
- Recruitment
- Service Development
- Pastoral Care
- Presentations
- Writing Reports
- Quality Assurance

### PROFESSIONAL DEVELOPMENT

<b>M.A.</b>	Education (Open University)	1999
<b>Advanced Diploma</b>	Education (London University, Institute of Education)	1992
<b>B.A.</b>	Education (Open University)	1979
<b>Certificate of Education</b>	(Sunderland College of Education)	1973

### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

#### HEAD TEACHER (Referral Unit)

**2004 - Present**

##### Name of School

Providing education for over 100 students who have been permanently excluded from mainstream school; at risk of exclusion (timed intervention), or who are medically unable to attend their mainstream school or arrive in Merton without a school place. Secondary Schools purchase places at the SMART Centre for either a 2 year accredited course in Year 10 and Year 11 or a 1 year GCSE course for Year 11 students. Overseeing 12 Fulltime Teachers, 1 Instructor; 9 Support Staff, 3 admin staff, 1 Site Manager, 1 Child & Adolescent Mental Health Worker (CAHMS), 1 Flexi-learning Co-ordinator and 2 Tutors.

- Turned around 2 Pupil Referral Units, taking the SMART Centre out of the category "notice to improve" within only one year.
  - Managed strategic change as Head Teacher in liaison with Local Authority, staff, students and their parents /carers, fulfilling the needs of the students and the wider community.
  - Designed the buildings, curriculum and the staffing structures whilst providing progression routes for teachers and non-teachers.
  - Consolidated and designed the building layout for 5 Pupil Referral Units, including an Additional Needs (Medical Group).
  - Designed and developed the Assessment Centre in conjunction with the Local Authority and the Youth Service meeting the requirements of the DCSF.
  - Member of 2 Local Authority Working Parties that develop protocols for Looked After Children (LAC), such as Pregnant School Girls.
  - Elected to the Executive Committee of the National PRU Organisation (2008).
  - **OFSTED PERFORMANCE:** Working with the L.A. as a member of 2 steering groups: developed a Primary Provision for students with Statements of Educational Needs. In both headships turned 2 failing Pupil Referral Units into successful provisions. Established both as "Centres of Good Practice".
  - **OFSTED Testimonials:** "The Head Teacher has continued to be a driving force for improvement." (2007). "The Head Teacher managed the four units onto one site well, a clear vision for the centre's future work has been set out." (2005). "A very clear direction for the work of the Centre" (2003).
  - **STUDENT PERFORMANCE:** examination results at KS4, improved by 13 points making the average point score 119. KS3 SATs - students achieved their target grade in at least one core subject, 50% achieved or exceeded target grade in all core subjects, attendance of students from 63% in 2005 to 84.9% in 2008.
  - Reputation recognized in the Joint Area Review (March 2007).
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**HEAD TEACHER (Pupil Referral Unit)****April 01 - 04**Name of School

Managed a Pupil Referral Service refocusing 76 students who were excluded with behaviour difficulties and preparing them to return to mainstream school, (Key Stage 2, 3, 4). Also responsible for 15 fulltime teachers and 13 support staff from mentors to office staff and 18 home tutors.

- Reporting to an LEA Officer who reports to the Director of Education.
- Established accredited courses for Key Stage 4 students as well as Home Tuition for those who are ill (sometimes terminally), school refusers, pregnant girls, school phobics and others.
- Developed links with the community and referral systems. Identified and allocated alternative education provision. Led, developed and reviewed the LEAs policy on education other than at school.
- Member of several LEA working parties and strategy groups.
- **OFSTED:** Met government regulations and OFSTED requirements (report available). Established curriculum, timetable, systems, budgets, pastoral care. Recruited and developed staff and managed their performance, set targets for students. Designed and oversaw buildings/refurbishments.
- Recruited and trained overseas teachers to be effective teachers in this challenging environment.
- Drew up the LEAs Behaviour Plan and the Youth Offending Team Strategy Working Group.
- Produced national guidelines for a personalised curriculum for alternative provision at Key Stage 4.
- Presented at the National Pupil Referral Conference on how to get a PRU through OFSTED.
- Developed a curriculum and materials within the National Framework with the Citizenship Foundation.
- Liaised and consulted with Thurrock Pupil Referral Unit and Tilbury PRU as my Centre is seen as a model of good practice and features on the "Excellence in Cities Website".
- Drew up the LEAs Behaviour Plan; the Youth Offending Team Strategy Working Group.

**DEPUTY HEAD (a large comprehensive school)****April 93 - 01**Name of School

Also member of the Senior Management Team: Responsible for running the lower school that expanded from 360 students to 800 plus staff (As SENCO managed a further 10 teachers) and developed a 4 year building programme. Organised options in Key Stage 4. Delivered INSET to all staff.

- Managed and developed a pastoral programme and care team (6 year groups, 12 key staff + 33 Tutors).
- Led the school out of "Special Measures".
- Improved behaviour and attitudes by supporting bilingual students and improved the quality of provision for students with special educational needs.
- Developed and ran the on-site Learning Support Unit and a Peer Mentoring Scheme (won the S.E. and London competition and went through to the National Finals).
- Instrumental in designing and implementing an innovative multi-agency behaviour modification programme with parallel support for parents.
- Nominated to work with LEA Officers to target behaviour improvement.

**EARLY CAREER SUMMARY:**Name of School:

Senior Teacher: Ran the upper school (800 students), the pastoral system, 5 key teachers plus 14 Tutors. Developed pastoral systems, record of achievement, upper school council, the curriculum particularly Drama to GCSE/A level, Music, Diploma in Vocational Education.

Name of School, Ipswich Suffolk:

A General Subjects Teacher, Personal Social Health Education. General Subjects Teacher (1973), Second in Department for RE (1975-77), Head of Year (1977-80), Supply Teacher London Borough of Haringey (1981-83). Northumberland Park School Tottenham: Supply Teacher (1984-85), Deputy Head of Year (1985-87), Head of Year (1987-90).

**CONTINUED DEVELOPMENT:**

Selected Courses Include: Training in relation to inclusion strategies, how to prevent exclusion from schools, how to get a PRU through OFSTED, curriculum development for PRUs etc. Safeguarding students when using the Internet. Responding to Critical Incidents. Training to be part of an Appeals Committee re Permanent Exclusions.