



A learning & caring community
where individuals are valued

Job Description

1. Job Title:	Deputy Head of College
2. Salary Band:	L2 to L8
2. Responsible to:	Head of College
3. Responsible for:	College Teachers / Preparation for Adulthood Team
4. Hours per week:	35
5. Weeks per year:	52
6. Holiday Entitlement:	c. 10 weeks per annum (taken only outside of term time)
7. Pension:	Teachers' Pension Scheme

8. Overall Role Summary

This role holds responsibility for the operational delivery of the College educational programme, in accordance with the standards of achievement appropriate to the student's Study Programmes, with the focus on Preparation for Adulthood. The postholder will also assist the Head of College with the development and implementation of the College's strategic plan.

9. Summary of Duties and Responsibilities

9.1. Operational Responsibility

- Manage operational logistics (including staff absences, the allocation / deployment of staff and the arranging of cover) to maintain safety and educational standards.
- Hold dedicated line management responsibility for a group of College staff, and support with the ongoing professional development of the wider College team.
- Ensure clarity of roles and responsibilities, promoting effectiveness and accountability in all core tasks.
- Ensure that education staff are familiar with, and adhere to, College Educational processes and procedures.
- Lead on the creation of the Self-Assessment Report and Quality Improvement Plan, monitor progress over time, and ensure that targets are achieved.
- Assist in promoting and co-ordinating a holistic approach within the College's multi-disciplinary team, and across other departments (including School Education, Care, and Therapies).
- Model exemplary standards of work, teaching, organisation, and professional conduct within the College.
- Undertake ad hoc / cover teaching responsibilities if and when required.

9.2. Education and Progress of Students

- Ensure high standards of teaching and learning, support, and opportunities for students, thus enabling progress in all areas of their education.
- Ensure and evidence student achievement through monitoring and tracking of progress of all students, overseeing assessment, recording and reporting processes.
- Ensure high standards (including Ofsted recommendations) are met and exceeded.
- Lead aspects of the development and delivery of Curriculum and Accredited Learning - including best current practices, observations of teaching and learning, and initiatives in Special Education Needs, as relevant.
- Oversee work experience, work placement and vocational skills supported by the Work Experience Co-ordinator.
- Assist in the leadership and management of student Education Health and Care Plan reviews.
- Maintain close professional links with Local Authorities, other Colleges, Natspec, parents and other professionals regarding students' progress, well-being in college, etc.
- Maintain regular direct contact with the students, to help secure high standards of behaviour and attendance.

9.3. Staff

- Assist the Head of College in providing overall leadership and management for the whole College team, including performance management, appraisal, support, supervision and all related processes (in addition to holding specific responsibility for designated staff).
- Assist the Head of College in leading and managing the processes of recruitment and selection of education staff, ensuring the delivery of appropriate induction prior to new education colleagues joining student-based activities.
- Ensure, together with the Head of College and the HR Department, that all staff have ongoing access to relevant training to facilitate their professional and career development.

9.4. Legal / Regulatory

- Keep abreast of all current legislation relating to Education, including that relevant to Special Education, keeping colleagues informed as appropriate.
- Act as 'nominee' for Ofsted inspection.
- Assist with ensuring that education staff are up to date and comply with all relevant national legislation and guidance.
- Assume the role of Deputy Safeguarding Lead (supporting the Designated Safeguarding Lead) with a defined area of focus (preferably On-line / E-Safety, but dependant on knowledge and experience).

9.5. General

In addition to the above duties, the post holder has responsibilities as a member of the Focus Group. The Focus Group is composed of the leaders and managers from School, College, Care, Therapies and Administration. Together with the other members of the Focus Group, the Deputy Head of College will:

- Promote a culture of openness, engagement, and transparency throughout the College (and the wider organisation) and in relation to all stakeholders. An emphasis should be placed on promoting the inclusion of students and parents and others interested in the College as members of the College community.
- Ensure Health and Safety standards are maintained, in accordance with policy.
- Form effective partnerships with relevant bodies, including other colleges and centres, locally and nationally.

- Promote opportunities for stakeholders to engage in the work of the college and to learn about its ethos and practices.

8. Additional duties and responsibilities

- Attend occasional pre-planned Sheiling Ringwood events that may take place outside of standard working hours, e.g., Festival days, parent and / or student events.
- Attend training and CPD to maintain currency and maximise effectiveness
- Perform with appropriate professional care any other tasks, duties, and responsibilities within reason that further the aims and objectives of the Sheiling Special Education Trust.
- Join relevant Focus Group members as part of an 'on-call' rota to cover evening and weekend emergencies

The Sheiling Special Education Trust reserves the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its charitable business.

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of young adults and expects all staff to share this commitment. An enhanced DBS check will be required.

PERSON SPECIFICATION

Job Title: Deputy Head of College

Responsible To: Head of College

Qualifications and Training	Essential	Desirable
PGCE or B.Ed.	✓	
Degree Qualification	✓	
Current full driving licence	✓	
Post Graduate SEN qualification or NPQH (or willingness to undertake)		✓
Management Qualification		✓
Qualification/training specific to Autism and learning disabilities		✓
Trained in Signalong/Makaton		✓
Trained in PROACT-SCIPr-UK® or other Positive Behaviour Approaches system		✓
Trained in Safer Recruitment		✓
Trained in Safeguarding Children/ Safeguarding Adults together with other Safeguarding and Child/Adult protection matters required by regulations in force	✓	

Knowledge and Experience	Essential	Desirable
Excellent teaching ability and knowledge of how to promote effective teaching and learning within a College.	✓	
Excellent understanding and experience of working successfully with students with a range of severe and moderate special educational needs and disabilities, including autism and challenging behaviour.	✓	
Experienced at college self-assessment and at writing self-assessment reports to a high standard.	✓	
Excellent knowledge of best practice education processes and procedures.	✓	
Excellent quality assurance knowledge and skills.	✓	
A proven track record of quality improvement.	✓	
Leadership and management experience in a college	✓	
Experienced at conducting formal graded observations of teaching and learning.	✓	
Knowledge and experience of positioning and preparing a college for positive Ofsted outcomes.	✓	
Excellent Safeguarding knowledge.	✓	
Experience of Curriculum Development.	✓	
Experienced at developing Individual Learning Plans with highly individualised targets, medium term goals, and long term goals.	✓	
Excellent organisational skills.	✓	
Excellent planning skills.	✓	
Excellent report writing skills.	✓	
Excellent record keeping.	✓	
Excellent analytical skills.	✓	
Excellent interpersonal skills.	✓	
Excellent verbal and written communication skills.	✓	

Excellent IT skills.	✓	
A secure knowledge base of all relevant UK national and legislative initiatives and a capacity to ensure compliance of such within college as required.	✓	
An ability to lead a team from a basis of consensual working, balancing this with a proven ability to make effective decisions that meet the needs of the College and aims of the organisation.	✓	
Experience of using management information systems to produce and analyse data.	✓	
Familiar with the requirements of OCR Life and Living Skills (or ASDAN Personal Progress) and its application to students with SEN.		✓
Experience of using communication systems (PECS/Signalong etc).		✓
Knowledge and experience of residential establishments for students with special needs.		✓
Proven ability to design and deliver staff training relating to education.	✓	
Experience of managing multi-agency meetings.	✓	
Experience as Designated Safeguarding Lead		✓

Personal Qualities	Essential	Desirable
A commitment to Safeguarding.	✓	
A commitment to Equality, Diversity and Inclusion.	✓	
Self-driven and ability to work to deadlines.	✓	
Enthusiastic, flexible and consistent.	✓	
Interest in and empathy with young adults with severe, complex and moderate learning difficulties and disabilities	✓	
A high level of common sense.	✓	
Ability to work productively and positively with colleagues from different disciplines.	✓	
Ability to work independently and as part of a team.	✓	
Willingness to undertake training/qualifications beneficial to the role.	✓	
Comfortable with the possibility of facing challenging behaviour.	✓	
Flexible and adaptable.	✓	
Reliable and resilient.	✓	
Motivated and proactive.	✓	