**Nash College** 

**Deputy Head of College**

**Recruitment Information Pack**

**April 2017**

 

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# Nash College

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**Learning through Living –**

**pushing the boundaries**

# A National Specialist College for Young Adults with Exceptional Needs

*Graded as being a* ***GOOD*** *College by Ofsted – July 2016*

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Dear Candidate,

Thank you for your interest in the post of Deputy Head of College at Nash.

Nash College is one of Livability’s two education establishments which both offer a wide range of specialist provision for students with complex or exceptional learning, health and care needs.

Nash is an independent specialist further education college (19-25) providing holistic education through a curriculum aligned to the development of the individual. Students at Nash have exceptional learning needs brought about by physical, communication and sensory disabilities, medical conditions or autism in addition to a severe to profound learning disability. For information, Victoria Education Centre (Ofsted outstanding 2015), is Livability’s non-maintained special school in the Borough of Poole which provides specialised, high quality care and education to students aged 4 to 19 years.

Nash College has gone through an important period of transition and the Local Governing Body and Trustees are now seeking a Deputy Head of College to join us in the next phase of its development. Working with our new Head of College, education leadership team, and Local Governing Body, you will have the commitment, drive and leadership skills to support us in our journey from ‘good’ (2013/16) to ‘outstanding’.

**The successful candidate will have specific oversight of autism, personal development, behaviour and welfare and will be joining us at an exciting phase in the development of our services.**

I hope you are inspired by our vision and by the opportunity of joining the leadership team of one of Livability’s education establishments and look forward to receiving your application. Please do address the questions outlined in the information for candidates as this is a key part of the selection process.

Yours sincerely,

Ann Corrigan

Chair of Nash College Local Governing Body



**Learning through living**

**Deputy Head of Nash College**

**Hayes, Kent**

**£51,866 - £57,237**

**Subject to experience and qualifications**

**Required from 1st September 2017**

Nash College is an independent specialist college which is part of Livability, a national Christian disability and community engagement charity – www.nashcollege.org.uk

Nash provides further education for around 80 students aged 19 to 25 with exceptional learning needs brought about by physical, communication and sensory disabilities, medical conditions or autism, in addition to severe to profound learning disability.

We are seeking a passionate, resilient and experienced leader who has high expectations of themselves. **You will have specific oversight of autism, personal development, behaviour and welfare.**

Working with our new Head of College, education leadership team, and Local Governing Body, you will have the commitment, drive and leadership skills to support us in our journey from ‘good’ (Ofsted 2013 and Ofsted 2016) to ‘outstanding’.

You will bring:

* successful relevant SEND experience.
* expertise in autism, personal development, welfare and behaviour.
* proven record of improving outcomes in this context.
* expertise and commitment in relation to safeguarding.

To view the application pack and to apply go to [www.livability.org.uk/jobs](http://www.livability.org.uk/jobs)

Specific queries about the role should be directed to Steve McDermott, Regional Manager, at [SMcDermott@livability.org.uk](mailto:SMcDermott@livability.org.uk)

Livability is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) and Barred List check will be required.

Closing date: midnight, 14th May 2017.

College visits: 24th May 2017.

Interviews: 25th May 2017.



**Important application information for candidates**

The successful candidate will be expected to work closely with our new Head of College, other senior leaders, and with our care and therapy teams, which form part of our local Livability region, to ensure services are transformed to meet the ever-changing demands made by commissioners.

Please include with your completed application a statement of **no more than** 1000 words which clearly indicates why you are interested in this role. In particular, we would like you to focus on the detail set out in the advert (please see the box below) and identify how you would meet these expectations and requirements.

**“Working with our new Head of College, education leadership team, and Local Governing Body, you will have the commitment, drive and leadership skills to support us in our journey from ‘good’ (Ofsted 2013 and Ofsted 2016) to ‘outstanding’.**

**You will bring:**

1. **successful relevant SEND experience.**
2. **expertise in autism, personal development, welfare and behaviour.**
3. **proven record of improving outcomes in this context.**
4. **expertise and commitment in relation to safeguarding.”**

**Please ensure you attach to the application system your current CV.**

For further information on Nash College please review the following links:

Nash College website – Click [here](http://www.nashcollege.org.uk/)

Nash College Prospectus – Click [here](http://www.livability.org.uk/service/nash-college-bromley/)

Nash College Ofsted Reports – Click [here](http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/131924)

**You will have until Sunday, 14th May 2017 at 23.59 to submit your online application.**

If you have any queries about your online application please contact The Recruitment Team on 0207 452 2000 or [recruitment@livability.org.uk](mailto:recruitment@livability.org.uk)

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| Livability_logo_RGB  Recruitment Timetable  Deputy Head of Nash College | |
| Closing Date | Sunday 14th May 2017 (midnight) |
| Shortlisting | Week commencing 15th May 2017 |
| Contact Shortlisted Candidates by Phone | Week commencing 15th May 2017 |
| Telephone / Email References Obtained  **\**If at least one reference is not obtained, the interview will not take place*** | Week commencing 15th May 2017 |
| Interview, Presentation and College Visit  **\*\**Present Original Qualifications and ID*** | Wednesday 24th May (College visit)  Thursday 25th May 2017 |
| Start Date | Friday 1st September 2017 |

**Livability**

**Job Description**

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| --- | --- | --- | --- |
| **Job Title:** | **Deputy Head Of College**  **With specific responsibility for autism, personal development, behaviour and welfare.** | | |
| **Unit/Directorate:** | Operations | | |
| **Reports To:** | Head of College | | |
| **Supervises:** | TBC | | |
| **Grade:** | £51,866 - £57,237 | **Date:** | April 2017 |

**Purpose of the Job**

To support the Head of College in securing the foundations from which to achieve high standards and to continue to develop and improve the overall status and performance of the College; and as a senior education leader at the College, and within the identified region, to promote Livability’s vision and education practice; and in particular:

1. To assist the Head of College in leading and managing the College and working effectively together to secure a good or outstanding Ofsted inspection rating.
2. To provide professional educational leadership oversight of specific designated areas of responsibility as outlined in this job description.
3. To assist the Head of College in ensuring the safety and welfare of all people attending the service including safeguarding of vulnerable young people and adults.
4. To assist the Head of College in line managing staff and supporting the professional development of staff.
5. To be an integral part of the senior education leadership team (SLT).
6. To actively support and promote the development of the wider leadership team in order to develop, and sustain, quality and capacity across the College in terms of delivering outstanding autism provision.
7. To work with colleagues within the education leadership team, and across the region, to develop the outreach role of Nash College, especially in terms of becoming a specialist provider of complex SEN post 19.
8. To promote holistic planning and delivery to meet the most complex needs of students, in collaboration with other colleagues within the region, and with external agencies.
9. To develop the interface with other organisations (schools, colleges, etc.) in promoting Nash College education services across the region and beyond.
10. Take responsibility for the oversight, monitoring and reporting of the relevant key education performance indicators and initiating those actions required to improve performance in line with policy;
11. To be a mentor for College staff to promote outstanding practice.
12. To work with local governors as required and as appropriate in relation to the nature of this specific role.
13. To deputise for the Head of College in their absence.

**Main Duties**

Within the framework of the Livability education strategy, the Nash College Quality Improvement Plan and the Instrument and Articles of Government:

1. To oversee the development of a **positive behaviour strategy** across the College and to ensure that it is implemented successfully and monitored regularly.
2. To develop the outward looking role of Nash College, especially in terms of becoming a specialist provider of **autism, outreach services and training** by:
   * Developing a range of outstanding links with other colleges, schools and providers to raise awareness of Nash College, **raise standards in the area of autism and promote creative new solutions** to meet increasing challenging need.
   * **Promoting outreach for ASD** and to create a centre of excellence within the region by providing excellent **training packages**.
   * Working closely with the National Autistic Society and (or other relevant external organisations as directed by the Head of College) other **ASD specialist agencies to promote outstanding practice** and raise the profile of Nash College, the South East Region and the wider charity and its services.
   * Overseeing the **accredited physical intervention programme** and to ensure compliance with relevant external organisations, Ofsted and safeguarding services at all times.

**Shared leadership duties**

1. To be responsible for the development, implementation and evaluation of your areas of responsibility within the College, and in doing so ensuring that:

* Students are supported and in a safe environment
* Effective use of opportunities for learning and leisure where appropriate
* The development of individual inclusion opportunities
* Safe systems of work are in place
* Student’s resources are up to date and appropriate to their needs
* Student’s communication needs are personalised and effective.

1. To be responsible with the Senior Leadership Team for the effective management and organisation of all College education programmes.
2. To provide proactive support in the development of the annual timetables for all students including developing the use the physical spaces, facilities and ensuring that resources are available.
3. To lead, manage and monitor the education staff teams via the management structure ensuring that employees are recruited, inducted, trained, supervised and appraised in line with Livability policies and procedures, whilst ensuring service provision is delivered, effectively and efficiently, within the prescribed quality framework.
4. To develop offsite-learning opportunities which provide a breadth of learning and independence opportunities for all learners in line with Livability’s policy and procedures and in liaison with relevant regional colleagues.
5. To ensure, as appropriate, that parents, carers and students are informed about the curriculum, individual progress and attainment, and their shared responsibilities.
6. To ensure, in conjunction with managers and staff, that the safeguarding of all students remains a priority at all times; ensuring that systems are in place, in line with Livability policy and external regulations, and that these are followed rigorously and appropriate action is taken.
7. To arrange, promote and record regular student meetings in line with Livability policy; and in doing so to ensure positive communication and information sharing occurs and ensuring that students’ points of view are listened to, and where appropriate, acted upon.
8. To foster an innovative, flexible and responsive attitude towards changes in the wider organisation to ensure the provision of outstanding education and training.
9. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.
10. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post and any future development of the provision and services to meet changing needs as required.
11. To develop coherent and outstanding individual plans with other professionals that becomes a benchmark for outstanding practice

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| **WORKING RELATIONSHIPS AND CONTACTS** |
| Internal:  Head of College and other members of the education leadership team, Nash College Staff, Local and Regional Livability Managers, Registered Manager, Corporate Managers (including Services for Disabled Adults, Finance, Human Resources and Health & Safety), Managers in other services, Local Governors, College Improvement Partner, Education Leadership and Governance Adviser. |
| External:  Ofsted, Local Authorities, Care Quality Commission (CQC), Social Services, Commissioners, Multiple Disciplinary Teams. |

**Livability Person Specification**

|  | **Essential** | **Desirable** | **Assessment Method** |
| --- | --- | --- | --- |
| **Qualifications** | * A degree or equivalent qualification in Teaching. * Evidence of continued professional and personal development. | * Management Qualification. * In possession of a nationally recognised qualification in autism at Post Graduate level or be willing to undertake qualification as appropriate. | A/D |
| **Knowledge** | * Understanding of translating strategic plans into workable operational plans. * Knowledge of outcomes for learners as exemplified in current version of the Ofsted Common Inspection Framework. * Understanding of autism and challenging behaviour and effective teaching and support methods. | * Knowledge of recognised training methods used successfully to support staff in managing challenging behaviour. * An understanding of the statutory framework relating to special educational needs. | A/I |
| **Experience** | * Significant successful experience of working in Special Educational Needs in the Secondary or FE sector at a senior level. * Successful teaching experience of students with autism. * Significant experience of working in a senior post involving leadership of staff teams. * Experience of working with children or young adults with autism and significant challenging behaviour. * Track record of significant achievement including:   + The development and delivery of continuously improving education services.   + Effective management and leadership developing, leading, monitoring and review strategies.   + Financial management and budgeting. | * Experience of establishing effective relationships with parents and a range of external agencies. * Knowledge and understanding of different assessment strategies and how assessment can be used to inform next stages of learning. * Experience of developing services based on self-assessment, action planning, implementation & review. * Ability to design and implement a curriculum to meet individual learners’ needs. * Experience of working with Governors. * Experience of working with and   developing links with the community.   * Experience of managing safeguarding. | A/I |
| **Technical/**  **Work-based Skills** | * Ability to develop and implement an education quality strategy in line with the organisation’s corporate strategy. * Strong interpersonal, presentation, promotion and communication skills to a wide range of audiences. * An ability to chair best interest meetings to ensure student and staff wellbeing is supported. * High level of competency in ICT, including excellent knowledge of word processing, spread sheets and presentation package. * Able to respond to media issues outside of office hours. * Ability to demonstrate creative and innovative thinking. | * An understanding of safeguarding and a commitment to creating a safe environment.   + Ability to employ a wide range of effective behaviour management strategies. | A/I |
| **General Skills/**  **Attributes** | * Commitment to Livability’s mission, vision and values. * Able to demonstrate and champion appropriate leadership behaviours which reflect the values and principles of Livability to shape and impact on different groups, individuals and systems. * Able to challenge behaviours and actions which are inconsistent with Livability values. * Ability to develop services in line with the ethos and values, to meet customer needs; promote a customer first approach to service delivery, including by personal example and to demonstrate business partnership. * Able to meet the physical, mental and emotional challenges of the role. * Ability to travel to services and national and local meetings and events. * Able to show a commitment to inclusion for all. * Excellent interpersonal skills and ability to work as part of a team or independently and build positive relationships. * Ability to manage own time, priorities and workload efficiently and effectively under pressure. |  | A/I |

**Livability General Information**

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder’s duties.

**SAFEGUARDING**

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

**EQUALITY AND DIVERSITY**

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve.  The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

**CHRISTIAN ETHOS AND VALUES**

The post holder must carry out all duties in a manner which is consistent with Livability values which are based on an inclusive Christian ethos.

**POLICIES AND PROCEDURES**

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

**CONFIDENTIALITY**

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

**HEALTH AND SAFETY**

The post holder must be familiar with Livability Health and Safety policies and guidelines.  All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.