




**Ambitious
about Autism**

Recruitment Information Pack

Vice Principal



Thank you for your interest in Ambitious College. The college opened in September 2014 and is co located in North London with the College of Haringey, Enfield and North London (CONEL) College in West London with West Thames College. I am enormously proud to be the College's first Principal. Our primary audience is young people with complex autism, aged 16 – 25 year olds.

It's difficult to imagine that as I write these words fewer than one in four young people with autism are accessing any form of education beyond school. Not because they lack the ability or desire to learn; but because they are being held back by a system that lacks the knowledge and expertise to support them. Simply put, this is not good enough. At Ambitious College we think everyone is entitled to lead a fulfilling, happy and rewarding life; and this includes young people with autism.

Our learners are at the heart of everything we do, their curriculum is highly personalised to help them achieve their goals. It is delivered by our very skilled and friendly staff. We offer lots of opportunities to learn in the community through a range of partnerships with local employers, services and our mainstream college partners.

As our name suggests, we are ambitious for our learners. We are a dedicated team of professionals who are passionate about our work in supporting young learners to live ordinary lives in their home community.

We know that with the right opportunity and support they can achieve great things. I am looking to recruit an experienced Vice Principal with responsibility for teaching, learning and assessment. Our most recent Ofsted report can be found on the College website. In May 2017 we were graded a 'Good' college in all of the CIF areas.

I really do hope you consider this opportunity at Ambitious College and look forward hearing from you.

Viv Berkeley

Principal

Job description

Job Title	Vice Principal (North London Campus) with overall college responsibility for teaching, learning and assessment	Team	Ambitious College
Job Band	Band 8	Reporting to	Principal, Ambitious College
Hours	37.5 Hours	Line Manages	Head of Curriculum Data Officer Facilities Supervisor

Approved By: Ambitious College Principal

Date: June 2017

Main purpose of the job

Role Purpose

- To work with the Principal to lead and manage the College to achieve outstanding outcomes for learners
- To work with the Principal to develop a plan for the growth and development of the college
- To deputise for the Principal in his/her absence, including being the Designated Safeguarding lead
- To have day to day overall responsibility for one campus but to have lead responsibility across the college sites for teaching, learning and assessment
- To ensure the learner experience at Ambitious College is outstanding, including leading on Learner Voice
- To contribute actively to the work of the College Senior Leadership Team in the development of the College's strategic plan and objectives
- To provide a role model of excellent practice for staff and learners.

Key responsibilities

Key Accountabilities & Dimensions:

Planning and management

- Support the Principal in the development and delivery of strategic objectives and associated plans that are designed to secure the future viability, growth and development of the College
- Work collaboratively with all senior leaders in the college to ensure systems and processes are in place that deliver quality learner experiences to our young people
- Deliver and monitor the strategic and operational plans for the growth of Ambitious College in line with the charity's processes
- To lead on the strategic aspect of teaching, learning and assessment and to support the Head of Curriculum ensure the curriculum is fit for purpose
- To lead and continuously develop the Learner Voice
- Report to the College Governing Body
- Contribute to the development of the organisation's overall strategy and business plan, as a member of the senior management team.
- Work with the Vice Principal (Quality) to develop and ensure implementation of relevant policies and procedures to ensure the College complies with statutory, best practice and organisational requirements.
- Effectively manage budgets for the associated campus and implement and monitor income and expenditure in line with the organisation's policies and procedures
- Work with the Vice Principal (Quality) to develop and deliver appropriate monitoring and evaluation systems and processes to ensure the service is accountable to learners, parents and commissioners and review the performance of the college against agreed plans, budgets, objectives and standards.
- Work with the Vice Principal (Quality) to contribute to the college annual Self Assessment Report and Quality Improvement Plan
- Ensure that the college is the subject of continuous improvement.

Learner Experience

- To lead on Ambitious College's Learner Voice Strategy
- To work with the Head of Curriculum and Head of Learning Support to ensure both the transition into and out of Ambitious College is a positive experience for our young people
- To ensure learners experience of Ambitious College is a positive one



Teaching and Learning

- To work with the Head of Curriculum to ensure there is a fit for purpose curriculum offer in place across college including with our co located and community partners
- To work with the Head of Curriculum and Head of Learning Support to ensure learners have a positive learning experience and Learner Voice is a central tenet of college life
- To work with the Head of Learning Support to ensure the learner experience is delivered in a person centred, trans disciplinary manner
- To report on performance outcomes and strategies for quality improvement
- Support young people and families to access the appropriate assessments and statutory processes to access the college
- Work with commissioners to develop, negotiate, deliver and report on service agreements and contracts
- To ensure effective implementation of the College policies and procedures relating to safeguarding, health & safety, confidentiality and data protection
- To safeguard and promote the welfare of the young people we support.

People management


- Lead and exemplify good practice.
- Recruit, manage, supervise, train, develop and motivate the College team of staff to ensure they have the required capability and resources to deliver the agreed aims and objectives.
- To ensure that all staff management processes are completed in a timely, consistent manner. This will include supervisions and PDRs.
- Develop and maintain effective channels of communication amongst staff, to maintain awareness of the views and needs of staff, including liaison with the staff representatives (Staff Council) and feedback as appropriate.
- Work effectively with managers in other teams to access support in HR, Finance, Property, IT, Marketing and Communications and any other support needed to run the service effectively.

Marketing and Communications

- Promote the service directly through events, face-to- face meetings and networks and indirectly by supporting the work of the charity's Communications team.
- Be an ambassador for the College and charity.

Develop and manage a personal work programme

- Keep abreast of key developments and networks relevant to this role.

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- Actively participate in the organisation's performance management processes including the appraisal and competency review process and the induction.
 - Work effectively with the Executive and Senior Management team to fulfil this role and support the work of the organisation.
 - Support Ambitious about Autism's core values and carry out all responsibilities with due regard to Safeguarding Children and Equal Opportunities policies and procedures.

Safeguarding and Safety

- Ensure risk assessments and emergency plans are in place and reviewed
- Ensure safe working practices
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriate reported
- Act a designated safeguarding lead for home campus and as designated lead for the college when deputising for the Principal

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by their Manager.

Values

Ambitious about Autism has a set of values which are listed below. We expect all our employees to have a commitment to these values to help improve our staff and learner experience.

- We are **ambitious**
- We are **team players**
- We are **open**
- We **value difference**
- We are **experts**

Person specification

Role and Band Competencies	Essential	Desirable
Education Levels & Qualifications		
Educated to at least Degree level	x	
Teaching Qualification in Post-Compulsory Education	x	
Holding one of the care qualifications in accordance with the Skills for Care and Care Standards Act requirements		x
Qualification in supporting people with autism and/or learning disability.		x
Specific Knowledge, Experience & Technical Skills		
Teaching and learning in Post-Compulsory Education for the social, policy, regulatory issues affecting young people and adults with autism and learning disability and their families	x	
Commissioning and service delivery for these young people	x	
Working knowledge of supporting people with autism and/or learning disability to access person-centred learning and/or community based services	x	
An understanding and commitment to safeguarding children and young people, and equal opportunities and diversity at a management level		x
Understanding PBS or related behavioural approaches		x
Senior Management experience in a college or similar post 19 environment	x	
Experience of further education curriculum delivery planning and administration	x	
Successful experience of devising and delivering projects	x	
Experience of working with young people with autism and/or learning disability who experience behaviour that challenges	x	
Proven track record of working with young people and their families to develop and deliver services	x	
Track record of recruiting, managing and developing teams	x	
Experience of negotiating and working with commissioners and partners	x	
Track record of working as part of a management team	x	
Proven experience of managing an income and expenditure budget of £200k+	x	
Computer literate with a good working knowledge of Microsoft Office.	x	
A team player with a flexible and positive approach to work.	x	

Personal Attributes		
Strong management and entrepreneurial skills	x	
Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	x	
Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x	
Values driven and prepared to go the extra mile for service users	x	
Resilient and able to work on own initiative and work as part of a team	x	
Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	x	
Ability to plan, manage and deliver work to agreed deadlines	x	
Excellent communication and presentation skills	x	
Able to work on own initiative and as part of a team.	x	



Benefits Overview

Some of our benefits at Ambitious about Autism include:

- Generous Annual Leave
- Annual Leave Purchase Scheme
- Study Leave
- Bike Facilities
- Life Assurance
- Health Cash Plan
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Pension Scheme
- Enhanced Maternity and Adoption Leave

How to apply

To apply please send your CV, cover letter and equal opportunities monitoring form to jobs@ambitiousaboutautism.org.uk by Sunday 2 July 2017.