



# Job Description

## Head of 16-25 /Principal Phoenix College

Paygrade L12 – L16

Reporting to Executive Headteacher and Trustees

### Key Responsibilities

The position will provide professional leadership and management of the FE College and of Key Stage 5 within Phoenix School and will secure high standards of work in all areas of the College and School. The post holder will foster a culture that promotes excellence, equality and high expectations of all students and staff and foster a culture of constant improvement in the student's transition to adulthood

As the College is a new provision the Principal must manage the day to day operations of the College with a hands on approach, and have an excellent understanding of outstanding teaching and learning for students with special educational needs and disabilities. The Principal will also be an outward facing ambassador of the College, working effectively with all stakeholders.

The Principal will be a senior member of the Leadership Team and you will report to the Executive Headteacher and Trustees. As the **Principal**, you will have the responsibility of upholding the college and school mission statements and values in all aspects of your work and promoting a positive image of Phoenix and its provision.

### Core Tasks

#### Accountability to the people we support

1. To ensure that people we support are treated with respect, dignity and equality.
2. To be personally responsible for the standard and quality of your practice.
3. To safeguard and promote the welfare of the students.
4. To develop risk assessments and ensure that each person is supported through a positive approach to risk management.
5. To maintain the confidentiality of information.
6. To adhere to Phoenix policies and procedures.
7. To ensure a high quality service is provided to meet the educational and support needs of the students

#### Responsibility to yourself

1. Be personally responsible for the standard and quality of your practice. In particular, teaching and learning practice and that you provide an example to your colleagues and to your staff team in relation to your interactions and behaviour with our students.
2. Be responsible for your personal and professional development, undertaking learning and development activities which support your continued professional development.
3. Participate in line management meetings annual appraisals and undertake agreed actions.

## **Responsibility to your staff team/s (including volunteers and student placements as appropriate)**

1. Work to ensure that the standards of interactions and behaviours in practice between your staff team and students are at the highest standards.
2. Use inclusive recruitment methods when appointing staff to the FE College and School team
3. Induct new staff in line with the Probationary Policy, and manage issues of conduct, gross misconduct, performance and absence in line with the Disciplinary and related policies
4. Effectively manage and monitor the performance of FE College staff and Key Stage 5 ; through the setting of performance objectives at annual appraisals and regular review of objectives at supervision meetings.
5. Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style. To ensure there is effective communication: between all School/FE College staff and stakeholders
6. Lead on transitions and ensure there are good links with adult services

## **Main tasks**

1. Providing vision, leadership and direction of the FE College and the Key Stage 5 department, which inspires and motivates students, staff and other stakeholders and creates and maintains a positive culture.
2. Developing a curriculum that is enterprising, entrepreneurial, progressive and challenging with a focus on sustainable outcomes and appropriate destinations for each student
3. Ensuring the FE College and Key Stage 5 is managed and organised to meets its aims and targets.
4. Evaluating the FE College and the Key Stage 5 performance and identifying and addressing the priorities for continuous improvement and raising standards.
5. Ensuring equality of opportunity for all.
6. Ensuring that resources are effectively and efficiently used to achieve the FE College and Key Stage 5's overall aims and objectives and demonstrate best value.
7. Day-to-day management, organisation and administration of the FE College and Key Stage 5 including the Pre Internship and Project Search groups
8. Ensuring information is provided to update all website and social media platforms
9. Be responsible on site day to day for the effective process of Safeguarding
10. Continuing to develop effective partnership with the wider community, LAs, parents and carers, feeder schools, local employers, local FE providers, and any other services and professionals
11. Successfully managing the FE College and Key Stage 5 budget.
12. Providing direction for the College, creating an ethos and vision for education, which secures effective teaching and support, successful learning and achievement by students and sustained improvement in their spiritual, moral, cultural, mental and physical well-being and prepares them for the opportunities, responsibilities and experiences of adult life.
13. Securing the commitment of parents/carers, stakeholders and the wider community to the vision and direction of the FE College and Key Stage 5.
14. Driving for high standards in the quality, progress and attainment in teaching and learning and a primary focus on person centred outcomes for all young people, Ensuring that the management, finance, organisation and administration of the FE College and Key Stage 5 supports its vision and aims.
15. Monitoring, evaluating and reviewing the effects of policies, priorities and targets of the College in practice and take action if necessary.

16. Securing and sustaining effective teaching and learning throughout the College and monitoring and evaluating the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement.
17. Monitoring, evaluating and reviewing practice in educational setting and promoting improvement strategies to ensure that under performance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
18. Recruiting and retaining the best employees and ensuring effective induction for new starters.
19. Securing a culture of continuous professional development for all, where learning and development activity is closely linked to individual, team and organisational priorities.
20. Creating a reflective culture of open communication and feedback within the management team, facilitating constructive team meetings, ensuring staff adhere to team decisions and are focussed on outcomes for the students.
21. Ensuring that performance management systems and processes are robust, fit for purpose and explicitly linked to improvement priorities and pay progression.
22. Ensuring that performance reviews are undertaken in a timely manner and that target setting is of high quality, is relevant and plays a key role in securing continuous improvement.
23. Working in partnership with parents, carers and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
24. Ensuring that the College ethos reflects cultural inclusion actively values and promotes diversity, unity and community cohesion, and supports students to prepare for adult life.
25. Co-operating and working with relevant agencies to safeguard the children and young people.
26. Ensuring Annual Reviews are completed in a timely manner and stakeholders informed of any EHCP changes
27. To be able to contribute to the development of college education by, for example, sharing effective practice, working in partnership with other establishments and agencies and promoting innovative initiatives.
28. Promoting the health and safety of the children and young people and staff in line with the Policy for Health, Safety and Welfare at Work.
29. Ensuring there is a robust and effective assessment process for assessing prospective students and continued assessment of continuing students.
30. Ensuring the curriculum is fit for purpose and is sufficiently diverse and flexible to meet the needs of students with special educational needs and disabilities
31. Ensuring that all major risks to which operations may be exposed are identified and that adequate controls put in place to reduce, mitigate or eliminate them.
32. Ensuring College buildings and equipment is properly maintained.



# Person Specification

## Qualifications

- A teaching qualification within a School or FE sector
- Leadership qualification

## Experience

- Successful experience of leadership VP/Head or Deputy within the Specialist Further Education sector and an understanding of Key Stage 5 in School
- Substantial experience of working with young people with SEND
- Evidence of relevant continuous professional development.
- Experience of OFSTED visits and guidance.
- Experience of an FE Curriculum, RARPA and relevant qualifications.

## Professional Qualities

### Strategic Direction and Development of the College

- Think strategically and build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the College.
- Work with a range of stakeholders at a strategic level.

### Leading Learning and Teaching

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective learning and teaching.
- Access, analyse and interpret information.
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance management.

### Working with Others

- Demonstrate a commitment to their own and others' professional development.
- Foster an open, fair, equitable culture and manage conflicts.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the College.
- Challenge, influence and motivate others to achieve high goals.
- Give and receive effective feedback and act to improve personal performance.

### Being Accountable

- Collect and use a rich set of data to understand the strengths and areas for development of the College including Destinations.
- Work together to manage and submit the ILR
- Combine the outcomes of regular College Self-Assessment Report with external evaluations in order to develop the provision.

## Community

- Recognise and take account of the richness and diversity of the college's communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Listen to, reflect and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the outcomes for all students.

## Special knowledge and Skills

- Confident in the use of word-processing, spreadsheets and/or databases such as Databridge
- Knowledge of Post-16 FE special needs curriculums for young people with SEND
- Good understanding of Key Stage 5
- Good understanding of the qualification framework and RARPA
- Experience of Financial management at a senior level.
- Knowledge of statutory requirements and relevant legislation relating to education including health and safety, child protection and safeguarding.
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence



# Competencies

## Leadership

- Respected as a role model, internally and externally, demonstrating a high quality approach to all aspects of work.
- Leads the implementation of strategy, local service development plans and tasks to meet the changing needs of people we support and corporate objectives.
- Creates high engagement and enthusiasm amongst staff teams and stakeholders by adopting a proactive, positive and ambitious approach.

## Improving Service Quality

- Ensures the successful delivery of Phoenix ethos
- Drives a high standard of person centred provision across all services.
- Audits all policy and practice initiatives, evidencing outputs and reflecting on outcomes.
- Effectively delivers change within services to meet changing business objectives.
- Ensures successful compliance across all services and effectively manager relationships with regulatory bodies.

## Managing External Stakeholders

- Establishes and maintains successful collaborative working relationships with key stakeholders at a senior level.
- Promotes Phoenix values and reputation effectively to a range of audiences.
- Communicates effectively using a range of techniques.
- Identifies and successfully converts new business opportunities.

## Managing Your Team Effectively

- Provides clear direction for direct reports and staff teams, linked explicitly to business objectives and the needs of the individuals we support.
- Provides effective performance management using a range of leadership techniques and management tools.
- Encourages and supports personal development within all direct reports.

## Maintaining Commercial Disciplines

- Successfully manages budget, resources and expenditure for a significant service area.
- Anticipates key commercial risks and develops effective action to address and mitigate them.
- Demonstrates and articulates value for money services in line with external and internal drivers.

## Your Personal Development

- Has personal integrity, with commitment to openness, inclusiveness and high standards.

- Is committed to self-development and takes responsibility for own personal development plan.
- Has self-awareness of own strengths and limitations and acts accordingly.