

**Person Specification**

**JOB TITLE:** Head of College (Richard Taunton College)

**REPORTING TO:** CEO Lighthouse Learning Trust

**ACCOUNTABLE TO:** Richard Taunton Local Governing Body and Trust Board

**EFFECTIVE FROM:** 1st September 2020

**Essential and Desirable Criteria for the Post**

The successful candidate will be able to demonstrate that they meet the following criteria:

#### Qualifications and Knowledge

* A degree and postgraduate teaching qualification
* Evidence of further professional development
* A thorough and up to date knowledge of current developments, issues and debates in post 16 education and their impact on college and trust strategic planning.
* Broad knowledge of the curriculum, current and future curriculum change and government priorities, including funding arrangements and how to maximise income
* A strong vision of what ‘outstanding’ looks like and how this can be achieved through effective senior leadership
* Understanding of quality assurance and best practice in quality improvement, and how these contribute to college success
* Knowledge of appropriate assessment strategies and ability to make accurate judgements about a student’s progress
* Knowledge of issues relating to learning support, student welfare and specialist support services
* Knowledge of, and commitment to the safeguarding of children, young people and vulnerable adults
* Knowledge and evidence of implementing equality, diversity and inclusion within an educational environment

#### Experience

* Experience of senior leadership in secondary and/or post-16 education
* Experience of promoting and successfully managing change in an educational context
* Experience of and confidence in using data to inform forensic analysis and review of team and individual performance at all levels, and to underpin actions for improvement.
* Experience of improving quality and consistency through effective performance management of managers.
* Experience of curriculum planning and timetabling
* Experience of managing and controlling budgets
* Successful experience of initiating and driving through change in curriculum, teaching and learning, student support
* Experience of leading successful cross college projects

#### Skills and Qualities

* Highly skilled in the use of Leadership Skills to motivate staff and students, particularly at times of change or challenge.
* Excellent interpersonal and communication (written and verbal) skills
* Ability to create a Vision and to sell that vision powerfully
* The ability to use tact, diplomacy and discretion and exhibit sound judgement
* Drive, energy, resilience and the ability to deliver to agreed timescales
* A proven track record of effective leadership and management within a senior team
* Ability to inspire and motivate staff and students to enable our colleges to become outstanding
* Positive and passionate about change and eager to engage colleagues as change agents
* Proven networking skills and confidence in working with governors, and representing and promoting the college in external networks.
* Proven record of high quality teaching
* Strong data handling and IT skills, and the ability to work accurately and with close attention to detail when preparing reports
* A strong interest in transition across all phases of education and the ability to forge strong and productive relationships with colleagues in our local schools
* Proven record of managing and leading quality improvement
* The ability to challenge underperformance and implement college performance management and capability procedures and/or disciplinary procedures
* Willingness to confront difficult issues and hold challenging conversations
* A commitment to equality of opportunity and to safeguarding in all its aspects
* Ability to create an open and supportive working environment

**Personality and Motivation**

* The ability to create and communicate vision and to inspire and motivate others to raise standards
* The ability to maintain and demonstrate high standards of personal behaviour and professional conduct at all times
* A commitment to the concepts of growth mindset and ‘unconditional positive regard’ in the context of our working relationships.
* Strong commitment to promoting and providing high quality general education for post-16 students
* Strong commitment to continued professional development and the ethos of continuous improvement
* Demonstrable resilience, strong ambition and determination to succeed, always putting the student at the heart of everything we do.