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## Welcome Message from the CEO

Dear Applicant,

I am delighted you are interested in becoming the Head of College for Livability Nash College.

This will be an amazing role for the right person - the opportunity to lead and shape a team with the freedom to implement innovative education provision. I am passionate about developing our education services and

you will have my support as we undertake the next stage of Livability's education journey



We are aspirational for the young people we work with and also for ourselves. We want Livability's education provision to be viewed as the:

- first choice for young people and their families;
- first choice for Local Authorities;
- first choice for staff

We are looking for a leader who can articulate a clear vision, who is both educationally and commercially focused and who creates a culture of innovation, review and improvement. You will be working to our new Executive Director of Education whose commitment to quality knows no bounds.

So you will have the freedom to develop at Livability – develop and grow our education services, develop new provision which benefits even more young people, and develop your career.

If this sounds an exciting opportunity - then we'd love to learn more about you

Every best wish with your application.

Sally Chivers

CEO

## Overview

This is an exciting opportunity for a passionate and inspirational leader within specialist education to lead the way in transforming the lives of students with support needs ranging from learning disability to challenging behaviour. We are seeking for a leader who is able to develop and lead a specialist college which is linked with community groups, parents, local authorities, and other colleges in the region and she/he is able to lead and motivate a diverse staff team.

Nash College is currently in a rebuilding phase. Working closely with Ofsted, the ESFA (Education Skills Funding Agency) as well as an established improvement partner, the college has seen vast improvements in quality. With these improvements, it is anticipated that the college will quickly grow and provide a wealth of opportunities. In this regard, this is an exciting opportunity for an enthusiastic candidate to develop an ethos and culture which meets the needs of the students at Nash.

You will:

- Embrace the changing landscape in specialist education and oversee the development and operational management of an outstanding college.
- Translate Livability's innovative inclusive vision into every day practice with a college environment.
- Create a distinctive recognisable culture where students are respected, empowered to make positive choices about their own lives and have rich and varied experiences.

## Location

This position will be based at Livability Nash College in Bromley with occasional travel to Livability's National Office in Greenwich.

## Additional Information

For more information please read through the pack, job description and person specification.

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

Nash College website – Click [here](#)

Nash College Prospectus – Click [here](#)

Nash College Ofsted Reports – Click [here](#)

Field Code

Field Code

Field Code

## Interview Process

It is expected that interviews will be held at the college during September/October 2019. The interview process will involve completion of job specific tasks. There will be at least two interview rounds led by the CEO, the Executive Director for Education, Executive Director of People and Change and the Chair of Trustees.

The successful candidate will have to meet the requirement of the person specification and will be subject to pre-employment checks including a health check, right to work documentation, an enhanced DBS check and satisfactory references.

Closing Date: [Tuesday](#) 17<sup>th</sup> September 2019

Interview will take place w/c 23<sup>rd</sup> and/or 30<sup>th</sup> September [2019](#)



## About us

Livability is the disability charity that connects people with their communities. We tackle social isolation and the barriers that can cause this in the lives of disabled and vulnerable people.

## What motivates us to act

We are not satisfied with a world where disabled people face barriers to the life they wish to live. Right now, barriers continue to be present: to employment; to learning; to having safe places to live, to receiving appropriate care and support; to being able to access the world around us; to having opportunities to contribute and participate; to being highly valued. This needs to change. Everyone has the right to a life in which they have opportunities to use their talents, skills and gifts in fruitful ways and participate fully in their community. When people have a strong network of support and community connections, their wellbeing and life prospects do much better.

## **Our vision**

Inspired by the Christian faith, our vision is of a barrier-free society where all people can flourish and enjoy full participation.

## **The purpose of our work**

We exist to support disabled people to live a life that adds up for them.

## **Who we are**

Working together and with the people we support, we tackle barriers that impact disabled people, to enable better wellbeing and participation for all. Delivering a wide range of care, education, vocation and rehabilitation services, we strive to grow community connections that help people thrive.

## Our Values

Regardless of the external demands and pressures we face, or how our actual programmes might change, our values and ethos will always underpin all that we do.



### Open

**We are open and real**

We strive to be warm-hearted, straightforward and honest. We open doors and create opportunities. We take time to listen to each other and to the people and communities we work with, because that is how we learn and grow.

### Inclusive

**We demand fairness**

Far too many people are excluded by unnecessary barriers in our society. We want to live in a much fairer world where we are all valued equally, not just for what we have in common, but for what makes us different too. We all share a responsibility to make that a reality.

### Enabling

**We think people are amazing**

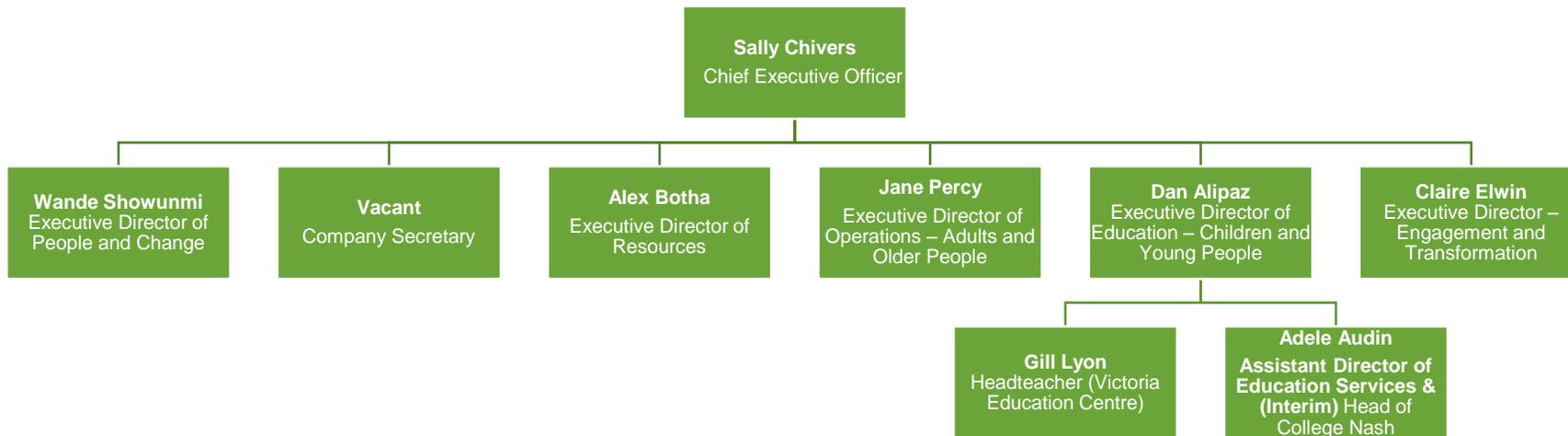
Everyone has something to offer, if they are just given the chance. So, as well as helping with basic needs, we help people take part and be valued in their communities – because that is what makes life livable. We are ambitious to achieve real change.

### Courageous

**We are the best we can be**

Each day we ask ourselves, what can we do better? In work as in life, we are motivated by our promise to make life better for people and their communities, and we hold ourselves to account for the difference we make.

## Executive Leadership Team



# Job description

It all adds up to

**Livability**

<b>Job title</b>	<b>Head of College</b>
<b>Directorate</b>	<b>Education, Children and Young People</b>
<b>Reports to</b>	<b>Executive Director (Education, Children and Young People)</b>
<b>Supervises</b>	<b>Senior Leadership Team</b>
<b>Salary</b>	<b>£80,000</b>

## **Purpose of the job:**

The Head of College will provide leadership to the senior team at Livability Nash College and its staff. The key purpose of the role is to maintain and develop the high quality of education and support at the college and achieve the best outcomes for the young people we work with.

The role will provide professional leadership, vision, direction and management of the school; to lead, motivate and inspire the team to work together to provide the highest standard of education and support and to establish a culture that promotes excellence, equality and high expectations of attainment for all pupils so that they are empowered to make positive choices about their own lives.

Our organisational values aim to define and develop the culture of Livability and ensure that it is aligned to our ethos. As Head of College, you will be expected to embody the values, and work in a way that is:

### **Open**

- We are warm-hearted, straightforward and honest
- We create opportunities
- We accept feedback and learn from each other

### **Enabling**

- We give everyone opportunity to grow and flourish
- We empower people
- We make things possible for people

### **Inclusive**

- We break down barriers for people
- We value everyone equally
- We want everyone to be treated fairly and be part of a community

### **Courageous**

- We speak up when we see something is wrong
- We overcome barriers and make things better for others

- We hold ourselves and others to account, we do what we say

Livability has an agreed Leadership Qualities Framework that sets out the leadership qualities that will help ensure that the organisation, teams and individuals are well-led. All Heads and senior leaders will be expected to reflect these qualities in their own leadership style and in the way in which they coach and develop leaders and managers across the Charity.

This post-holder will be a member of the Senior Management Team at Livability. The team will work in a way that values and celebrates the contribution of each of its members, and upholds shared and collective responsibility for the success of the organisation as a whole. The Senior Management Team works closely with the Executive Leadership Team to deliver the organisation's vision and strategic purpose through implementation of the strategy, effective leadership and governance of the Charity and through organisational design and development.

### **Main duties and responsibilities**

1. Within the framework of Livability's education strategy and Instrument and Articles of Government:-
  - a. To provide educational vision, leadership and direction, based on sound self-assessment and analysis of data, to ensure the future direction of the College<sup>1</sup> and delegated services as appropriate.
  - b. To ensure that the model(s) of education provision that are provided are appropriate to the needs of the individual students and founded on sound educational and financial principles.
  - c. To effectively delegate leadership and management tasks and monitor their implementation in order to ensure outstanding outcomes for learners and the smooth running of the College and other delegated services.
  - d. To determine a broad, balanced and relevant curriculum across the College with opportunities for successful accreditation for all students.
  - e. To ensure an appropriate personalised individualised study and learning programme and challenging targets are set for each student.
  - f. To ensure that each student is appropriately assessed at each stage of development and that individual progress is constantly monitored, recorded and evaluated and where necessary appropriate interventions are put into place.
  - g. To work with the Executive Director and colleagues across the organisation to ensure that an appropriately challenging range of education, learning and vocational opportunities is available to each student; and to ensure that there is effective communication, collaboration and integration within all areas of the College and its links across the Region.
2. To be responsible for all aspects of the education service delivery ensuring it complies fully with the requirements of Ofsted, the Education Skills Funding Agency and other statutory regulators; and to ensure that reporting systems and action plans are in place to address any needs and that the highest standards are achieved.

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<sup>1</sup> The term College is used to indicate the current model of provision whilst it is recognised that in future different models of service provision may be developed to ensure sustainability and success of such services.

3. To create an environment that secures outstanding teaching and effective learning through a broad, balanced and relevant curriculum for all students and that promotes high standards of achievement and behaviour.
4. To lead, manage and monitor the staff teams through the management structure ensuring that employees are recruited, inducted, trained, supervised and appraised in line with Livability policies and procedure, whilst ensuring service provision is delivered within an efficient, effective and quality framework.
5. To be responsible for ensuring that systems and processes including self-evaluation are in place to ensure that service provision is delivered within an efficient and effective quality framework, that students achieve high standards and that teaching is good or outstanding.
6. To be responsible for evaluating the standards of education and related programmes regularly and report the outcomes through Livability quality systems to Directors and to Local Governors as required; in particular, through appropriate use and timely reporting using Livability's Education Key Performance Indicators.
- 7.
8. To work in conjunction with the Executive Director, support functions and with the Local Governors, to create and implement a strategic plan, underpinned by sound financial planning, within a national and local context which identifies priorities and targets to ensure a high quality service and improved income levels.
9. To be responsible for the allocated annual budget in conjunction with the senior management team and statutory self-evaluation processes, ensuring that the quality improvement plan is achieved and within the budget.
10. To ensure that there are safe systems of work in place across the service and to be responsible for the implementation of the Health & Safety policies, procedures and the working practices connected to them. To ensure that all members of staff are trained, informed and consulted on change, processes or policy.
11. To be responsible for ensuring that the service is continually reviewed in line with standards, quality frameworks and business plans; and to ensure that emerging technologies are used to enhance and extend the learning experience.
12. To establish, develop and maintain professional and productive working relationships with all stakeholders including referring Local Authorities, students, parents/carers, schools/colleges, businesses and agencies in the community; and to ensure that teaching and learning are enhanced by partnership working and that an appropriate range of out of College learning is offered.
13. To work with the executive director to ensure
  - a) that Livability Nash meets all statutory responsibilities.
  - b) develop and maintain an up to date College self-evaluation document and Development Plan.
  - c) be responsible for the day to day implementation of actions within the College Development Plan.

- d) develop and maintain effective systems and procedures for staff induction, professional development and performance review.
- e) consistently monitor, evaluate and develop multi-disciplinary practice.
- f) ensure that information and data is used to drive improvement, set ambitious targets and track student's progress.
- g) hold all staff to account for their professional conduct and practice.
- f) to lead quality assurance and improvement across Livability Nash, embedding quality improvement methodology and ensuring that Livability Nash's quality model and measurement system is fit for purpose.
- h) to oversee the professional development of multi-disciplinary staff teams ensuring that they have the skills and expertise to support the delivery of high quality provision
- i) to understand and work to the different requirements of regulators and ensure that Livability Nash's quality system measures and improves services against those requirements.
- j) to ensure Livability Nash is comprehensively prepared for internal audits and external inspections / reviews and that where any improvement is required there is a clear and embedded process for responding quickly to required outcomes.

14. To work in partnership with the Local Governing Body, ensuring that:

- a. A positive, challenging and supportive working relationship is maintained between the College management, staff and Local Governors.
- b. Local Governors understand their respective role and responsibilities as highlighted in the Instrument and Articles of Government and are able to carry out their duties.
- c. Local Governors are effectively informed of all relevant developments and factors impacting on the service, to enable them to monitor aspects of the College as set out in the Instrument and Articles of Government.
- d. Work collaboratively with the Improvement Board, providing the information needed to govern effectively and responding proactively to challenge continuous improvement

15. To ensure that the voice of students is central to the running of the service and that systems are in place and regularly monitored so that the rights of students are promoted.

16. To ensure that parents and students are informed about the curriculum, progress and attainment and their shared responsibilities.

17. To champion and promote equality, respect and diversity, challenge stereotypes, wherever found and ensure that all staff are aware of their responsibilities.

18. To develop and implement, in liaison with the Livability Central Marketing team, an appropriate and flexible marketing strategy and to ensure that appropriate resources are dedicated to this function in a focussed and cost effective way providing maximum benefit to the College and the wider organisation.

19. 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 as agreed with your line manager.

20. To foster an innovative, flexible and responsive attitude towards changes in the wider organisation to ensure the provision of outstanding education and training.
21. 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
22. To act as the Designated Safeguarding Lead or Deputy Safeguarding Lead for Livability Nash
23. To ensure effective safeguarding policy and practice is embedded operationally and that all staff have up to date knowledge and training to underpin their practice.
24. To instil a learning organisation approach and the principles of a 'just culture' where staff freely report errors, incidents and near-misses such that learning can occur and improvements are delivered.
25. To ensure that all external interfaces relevant to effective safeguarding are maintained, including reporting through Livability's internal compliance systems, to Local Authorities, other commissioners where relevant and regulators.
26. Carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

### **General Duties**

1. To model Livability's values and an engaging, inclusive leadership style which promotes equality and diversity.
2. Lead, manage and monitor the staffing teams via the management structure ensuring that employees are recruited, inducted, trained, supervised and appraised in line with Livability policies and procedures ensuring Livability Nash delivers high quality services
3. 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.
4. To promote good governance and fulfil organisational responsibilities for observing best practice in areas to include education, care, health and safety, information governance and workforce governance.
5. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

## **Working relationships and contacts**

- Internal: Close working relationships with all leaders and central teams
- External: External partners – particularly families and students’ supporters, community groups, employers, destination organisations, Ofsted, Local Authorities, Care Quality Commission (CQC), Social Services, Commissioners, Multiple Disciplinary Teams. .

# Person specification

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>a. A degree or equivalent qualification in Teaching</li> <li>b. Evidence of continued professional and personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant management qualification.</li> </ul>	A
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>a. Ability to develop and implement a local education strategy in line with the organisation's corporate strategy.</li> <li>b. Knowledge and understanding of social care and disability issues.</li> <li>c. Understanding of translating strategic plans into workable operational plans</li> <li>d. Thorough understanding of Safeguarding and promoting well-being.</li> <li>e. The theory and practice of providing study programmes based on the individual needs of all students.</li> <li>f. Understanding of the working of OFSTED and their policies.</li> <li>g. Excellent understanding of the curriculum relevant to an independent specialist college and a secure knowledge of recording and assessment.</li> <li>h. The statutory requirements of legislation concerning Equality, Safeguarding, Health &amp; Safety.</li> <li>i. Excellent knowledge of information and communications technology including basic packages such as word processing, spread sheets and presentation packages.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>a. Track record of significant achievement including:               <ul style="list-style-type: none"> <li>• Successful college/school leadership (head level)</li> <li>• Development and delivery of continuously improving educational</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience of attending Annual Reviews</li> <li>• Experience of writing individual</li> </ul>	A I

# Person specification

	Essential	Desirable	Assessment Method
<p><b>Experience</b></p> <p><b>Experience (continued)</b></p>	<p>services</p> <ul style="list-style-type: none"> <li>• Effective management and leadership Developing, leading, monitoring and review strategies</li> <li>• Financial management and budgeting</li> <li>• Business Planning</li> <li>• Project implementation</li> </ul> <p>b. Teaching students with special needs, in particular those with physical disabilities and associated learning and behaviour difficulties.</p> <p>c. Experience of managing, conflict, complaints or conflicting priorities effectively.</p> <p>d. Experience in teaching SLD / PMLD students.</p> <p>e. Successful experience of managing complex budgets and other resources using sound financial management.</p> <p>f. Successful Ofsted inspection experience</p> <p>g. Ability to demonstrate creative and innovative thinking.</p>	<p>learning plans</p> <ul style="list-style-type: none"> <li>• Experience of chairing meetings</li> <li>• Teaching students with special needs in the post-14 age range and/or beyond</li> </ul>	
<p><b>General Skills/ Attributes</b></p>	<p>a. Able to work flexible hours including some evening and weekend as required.</p> <p>b. Commitment to Livability’s mission, vision and values.</p> <p>c. 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; see attached leadership framework.</p> <p>d. Able to challenge behaviours and actions which are inconsistent with Livability values.</p>		<p>A I</p>

# Person specification

It all adds up to

**Livability**

	Essential	Desirable	Assessment Method
	<p>e. 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.</p> <p>f. Able to meet the physical, mental and emotional challenges of the role.</p> <p>g. Ability to travel to services and national and local meetings and events.</p> <p>h. Able to show a commitment to inclusion for all.</p> <p>i. Excellent interpersonal skills and ability to work as part of a team or independently and build positive relationships.</p> <p>j. Ability to manage own time, priorities and workload efficiently and effectively under pressure.</p>		

# Staff Benefits

## Investor in People

Livability holds the Investors in People (IiP) bronze accreditation. IiP is the UK's leading people management business improvement standard that gives us a best practice framework to work within for all our people management policies.

Recognising that it is our people who deliver our overall performance as an organisation, this framework ensures you understand the organisation's objectives and where you fit into them and that you will have the feedback and support needed, including the learning and development to carry out your role. The standard also ensures that we as an organisation learn from our people practices.

## Health and wellbeing

Livability promotes a healthy work- life balance through a generous annual leave provision. 25 days + 8 bank holidays for everyone with 0-5 years' service and 28 days + 8 bank holidays for employees with 5+ years' service.

We encourage our employees to maintain their wellbeing through onsite discounted yoga classes, & outdoor events.

When you join Livability, you will have access to our wellbeing, mindfulness and happiness resource. This includes access to:

- A trained mindfulness coaches – 24 hours
- A free, 24-hour, confidential Counselling/Legal service.
- A free wellbeing page
- A wrap wellbeing personal booklet

As a Livability employee or volunteer, you have access to a free, 24-hour, confidential Counselling/Legal service. Care First Counselling are available via a 24 hr helpline.

In addition, Livability has registered with **Mindful Employer + (ME+)** which provides telephone helplines for staff and managers and will offer a listening ear, immediate guidance and signposting to further advice via the helpline.

## Family and long term support

We support our employees in maintaining a healthy balance between family and work life through a range of family friendly policies, alongside additional support like child care vouchers. We support employees in their longer term planning through a generous pension.

# 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 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 that 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.

For further information or if you have any questions, please contact:

[HR@nash.livability.org.uk](mailto:HR@nash.livability.org.uk)

Field Code