

JOB DESCRIPTION

Post	Head of SEND
Salary	Harmonised Point 37-39, £35,802 - £37,986 per annum
Pension:	Teachers Pension Scheme
Holiday:	35 days per annum plus 8 Bank/statutory holidays and 3 concessionary days to be taken on specified days over the Christmas/New Year period to coincide with the closure of the College.
Hours	37 hours per week, all year round 1.0 FTE
Contract	Management, Permanent
Reporting to	Director of Learning – Development & Welfare
Responsible for	Skills for Work & Living (SfWL) Staff Additional Learning Support (ALS) Staff Learning Support

Overall Purpose

To be accountable to the Director of Learning – Development & Welfare for the SfWL provision, ALS functions across College. Ensuring a high quality, dedicated support and delivery service for Students with Learning Difficulties and/or Disabilities (LLDD) at the College, ensuring a student focused ethos is at the forefront of the provision.

Accountabilities

To take responsibility and be accountable for the following:

- Oversee the transition process for students with physical or learning difficulties into the main stream/SfWL areas liaising with a range of agencies, parents, guardians, college staff and students.
- Ensure learning support is planned and provided to support each learners progress towards achievement of their targets.
- Manage and develop the AKS processes in line with current and future needs overseeing college services to encompass 'in class' support, exam concessions, assistive technology, specialist assessments and specialist support services and staff.
- Responsible for maintaining the relationships with Local Authorities in relation to SEN and High Needs Students, including the leadership of the EHCP process and team.
- To be the lead contact for High Needs and SfWL in relation to the Ofsted agenda and the inspection process.
- Manage the enrolment, induction and curriculum planning of the SfWL area, to include work experience, internships and traineeships where appropriate.
- Ensure communication with parents, carers and relevant external agencies is of a high standard in order to support and plan to meet each student's needs.
- Manage the delivery of high quality teaching to the SfWL students to ensure the students to strive to achieve outstanding outcomes to develop independent learning and living skills.
- Liaison and collaboration with all curriculum areas in relation to Pathways and other specialist provision such as High Needs traineeships/internships.
- Supervision and management of the behaviour of students in the SfWL houses, gardens, in College and off-site, whilst encouraging maximum participation and carefully planning learning opportunities towards independence and personal goals.
- Ensuring the student experience and learning is enriched with appropriately sourced work experience opportunities.

Teaching

- Undertake developmental and/or graded lesson observations during the annual lesson observation cycle, to support the appraisal and performance management of teaching staff.
- Teach up to a maximum of 2 contact hours a week, (to be reviewed annually by the Vice Principal – Curriculum and Quality) across a range of programmes as appropriate to the staffing needs of your department

Human Resource Management

- Provide dynamic leadership that contributes to the creation of a culture that encourages productive team working.
- Manage the allocation of designated staff to deliver the ALS and SfWL provision effectively, within agreed financial and staffing limits.
- Ensure the implementation of effective and equitable procedures within the framework set for the recruitment, selection, appointment, appraisal, discipline and performance management of all your staff.

Finance

- Develop and agree the SfWL and ALS annual budget and actively monitor income and costs for the area to ensure they are in line with agreed budgets on a regular basis. Monitor any variance and take appropriate action.
- Oversee the coordination of all Local Authority Contracts and re-negotiate support costs as appropriate in line with increases to College costs.
- Support Finance with the High Needs Students funding cycle and negotiate contracts with individual Local Authorities and oversee the change request process for allocated places.

Quality and Standards

- Use student views to plan and assure the quality of the learning experience.
- Ensure compliance with and effective implementation of strategies, systems, policies and procedures.
- Produce and monitor the SfWL & ALS Self-Assessment Report and Service Level Agreements for your department.
- Actively seek, develop and manage any possible opportunities for development of systems and processes that will directly benefit the College.

Corporate Responsibilities

To contribute to the development of the College's Strategic Aims, Objectives and Values.

To perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.

To participate in and make an appropriate contribution to the College's planning and review processes.

The postholder will be required to encompass the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility.

New College Stamford expects all our academic staff to adhere to the College's Code of Professional Practice (adopted from the former IfL's code of Practice) and to aspire to meeting the Teaching Professional Standards.

To assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).

Comply with, and implement as appropriate, all College policies and procedures with particular reference to Equal Opportunities, Safeguarding and Health and Safety.

To commit to and uphold the College's Environmental Policies and aspirations for sustainable learning provision.

Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal and service level agreement process.

Carry out other such duties as may be determined from time to time within the general scope of the post.

The College operates a NO SMOKING policy.

Terms and Conditions

Probation: New appointees to the College are subject to a 10 months' probationary period.

Disclosure: New College Stamford is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful application. **New College Stamford is a 'Specified Place'.**

Notes for Disabled Applicants

Mobility to access all areas of the College is essential; ramps and lift access are available to most buildings within the College. Manual dexterity for use of a keyboard is essential. Reasonable adaptations will be considered. Ability to travel to external sites is desirable.

Please note

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

Application Process

Applicants should complete the College's online application form.

Closing Date: 26 July 2017

Interview Date: TBC

Person Specification

Post: Head of SEND

SELECTION CRITERIA	ESSENTIAL (E) DESIRABLE (D)	METHOD OF ASSESSMENT*
Qualifications:		
Full teaching qualification (PGCE, Cert Ed, DTLLS, DET)	E	A/C
Qualified to Level 4 or above in related subject	E	A/C
Management Qualification	D	A/C
Assessor Award (A1/TQA)	D	A/C
Internal Verifier awards (V1/IQA)	D	A/C
Minimum of Level 2 Literacy and Numeracy	E	A/C
Experience:		
Comprehensive recent teaching experience in relevant area	E	A/I
Relevant industry experience	D	A/I
A good understanding of students and how they learn	E	A/I
Working successfully and influentially as part of a team	E	A/I
A demonstrable record of curriculum innovation and development	E	A/I
A demonstrable track record of professional effectiveness by raising learner participation, retention, achievements and progress	E	A/I
Fostering a productive organisational climate that is focused on students and the achievement of high standards	E	A/I
Knowledge:		
Excellent subject or vocational knowledge and understanding	E	I
Understanding of the SEND reforms and in particular the EHCP process	E	I
An understanding of the quality assurance procedures and processes necessary to ensure the delivery of high quality education	E	I
An understanding of new technologies and their application in Learning, Assessment and Teaching	E	I
Clear understanding of Government policy in the FE sector and the current FE environment	E	I
Skills:		
A demonstrable record of excellent teaching skills	E	A/I/T
Ability to apply own expertise and develop learning experiences which incorporate the latest technology	E	A/I
Ability to plan schedules and implement tasks to optimise efficiency and productivity	E	A/I
Ability to analyse and use complex data effectively (e.g. ILR data) and present this in a clear and understandable form	E	A/I/T
The ability to rigorously promote continuous improvement and the raising of success rates	E	I
Ability to coach and support colleagues to ensure changes in curriculum delivery and to secure quality improvements	E	A/I
Ability to continuously improve process and promotes better ways of working	E	I
Excellent oral and written communication skills and the ability to communicate and work effectively with all staff and to gain their confidence	E	I
Ability to adapt quickly and creatively to new initiatives	E	I
Other:		
Evidence of a personal commitment to professional development and training	E	I
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across the College	E	I
A commitment to upholding the Professional Teaching Standards	E	I
A commitment to New College Stamford's Core Values	E	I
Awareness of Health, Safety and Safeguarding issues	E	I
Awareness of and commitment to environmental issues	E	I
The ability to market/promote the College and its courses	E	I
Driving Licence	D	C

*Method of Assessment

A=Application, C=Certificate, I=Interview, T=Test (case study, micro-teach, presentation)

Essential Attributes are those without which a candidate would not be able to do the job.

Desirable Attributes are those which are not essential but would be useful for the post-holder to have and will be considered when more than one applicant meets the essential requirements.