

Job Description

Assistant Principal and Regional Lead for Orchard Hill College

Purpose of Post

- The post holder will be responsible for managing the operations of the centres(s) within the Regional Hub, working in conjunction with the OHC SLT.
- To take on a cross-college role to be identified in accordance with the successful candidates' skills/experience, Current cross-college roles include:
 - Teaching, Learning and Assessment
 - Outcomes, Assessments and Funding
 - Safeguarding
 - Operations

Reporting Relationships

The Assistant Principal and Regional Lead will work under the direction of the Principal of College

Duties and responsibilities:

- To be responsible for the quality of provision and safety of the students in the centre(s), including:
 - Quality of teaching and learning in the centre(s)
 - Quality of learner support
 - Attendance, behaviour and safeguarding
 - Learner walks
 - Engaging with SLT monthly monitoring of data and policy attending Local Governing Body meetings, generating reports as required.
 - Mentoring and training of staff
- To line manage personnel within the centre(s), including Head of Learning Centre, Lecturers and Managers within the centre and the multi-disciplinary teams (e.g. nurse, therapists). This will include conducting performance appraisals and carrying out Teacher Evaluation Schedules (TES), for which training will be provided.

- To liaise with Local Authority with your region to build relationships, facilitate enrolments and manage any issues and complaints, in conjunction with OHC SLT.
- To be prepared to undertake and present training as required.
- To be responsible for a staffing and resources budget for the region, ensuring the budget remains balanced.
- Responsibility for departmental budgets for agency staff, learning resources and staff development.
- To be able to work with students with a wide range of special needs including:
 - Profound and multiple learning disabilities
 - Moderate learning difficulties
 - Physical and sensory impairments
 - Mental health and/or social/emotional difficulties
 - Communication and behavioural difficulties
 - Social and communication disorders e.g. Autistic Spectrum Disorders
 - Specific medical needs (training will be provided)
- Relationship management with families, Local Authority Commissionaires, local schools and employees
- Ensuring the Health and Safety of staff and students and visitors in keeping with the College's Health and Safety policy.
- Contributing to the identification of objectives for the continued development of the College.
- Participation in appropriate continuing professional development and staff development opportunities to up-date or develop new skills.
- The promotion of and compliance with policies adopted by Orchard Hill College Governing Body and OHC&AT, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertaking such other duties of a similar nature as required by the Head of College and Principal/CEO.
To share recent research and sector updates across the organisation to practice leaders and management and engage in research as opportunities arise.

Person Specification

Assistant Principal and Regional Lead for Orchard Hill College

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience

1. Qualified Teacher Status (QTS or QTLS)
2. Significant experience of good/outstanding teaching of students who have SEND.
3. Successful experience of leadership and management responsibility

Abilities, Skills and Knowledge

4. Able to successfully lead on strategic partnership relationships with local authorities and other partnerships.
5. Able to demonstrate strong practitioner skills and maintain the high professional standards of a Centre of excellence
6. Able to supervise, lead, manage and implement appropriate assessment, objective setting, recording, reporting and evaluation of educational programmes.
7. Able to communicate a commitment to the view that students with complex learning disabilities can and do achieve and to promote equality and diversity.
8. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults, acting as Designated Safeguarding Lead for a college Centre when required.
9. Ability to appraise and performance manage staff in Centre(s) to ensure high quality performance and student outcomes.
10. Experience of managing work based programmes such as traineeships and apprenticeships.
11. Able to develop curriculum, training and awareness raising presentations, workshops and materials both internally and for other professionals.

12. Able to monitor and analyse the work performance of the Deputy Regional Lead.
13. Able to manage departmental budgets for staffing, agency staff, learning resources and staff development.
14. Excellent organisational skills in order to manage work and meet deadlines.
15. Able to produce self-assessment reports policies and procedures, formal correspondence and statistical data.
16. Able to be flexible and travel to different sites across the College and its partners as required.