Orchard Hill College & Academy Trust

Orchard Hill College

Head of College

Southwark region, Orchard Hill College



Working together to transform lives

www.ohcat.org

www.orchardhill.ac.uk

Introduction

Orchard Hill College is seeking to appoint a Head of College, Southwark region who will take up the post in as soon as possible. This pack sets out background information regarding Orchard Hill College, the organisation it is part of, key responsibilities of the role, the personal qualities, skills, experience and qualifications to undertake the role and the application process.

Welcome

Location: Southwark, London
Starting: As soon as possible.
Salary: £74,545 - £79,391 per annum inclusive of inner London Weighting Allowance (Spine points 34-37)

Thank you for your interest in the role of Head of College, Southwark region. I very much hope the information we have provided gives you an insight into our College, the organisation that the College is part of and what we are looking for in this Head of College post holder.

Orchard Hill College is an Outstanding specialist College (Ofsted, November 2019). The College offers life-changing opportunities to students with a range of abilities in the heart of their communities. The College is a unique and rewarding place to work with inspirational students and a dynamic and committed staff team.

The College operates out of nine centres across London and Surrey. The College are experts in the sector, leading the way with cutting edge, creative and innovative approaches.

All our students are individual and each course is as unique as they are. Our courses are centred around four study programmes which align to the Preparing for Adulthood outcomes and are designed to support and empower each student to achieve their aspirations and goals.

As Head of College you will liaise with Local Authorities within your region to build relationships and facilitate enrolments. You will have a key role in managing the personnel within the centres including multi-disciplinary teams to ensure a high performance culture and excellent student outcomes. This will include conducting performance appraisals and carrying out Teacher Evaluation Schedules (TES), for which training will be provided.

Orchard Hill College is an Academy sponsor of 14 Special Education Needs (SEN) schools and academies in London, Surrey, Sussex and Berkshire. To become an Academy sponsor, Orchard Hill College established Orchard Hill College Academy Trust in 2013. Together Orchard Hill College & Academy Trust provide for over 2000 pupils and students with a wide range of learning abilities and additional needs.

Working together to transform lives is what we do and across the whole organisation we have a range of experts and practitioners who advocate for children and young people with SEND to ensure they receive the best possible opportunities to achieve their full potential.

It is an exciting time to be Head of College and part of OHC&AT and we look forward to receiving your application. We would welcome and encourage you to visit us before applying.

Kelly Phillips
Principal
Orchard Hill College

Southwark region

Our Southwark region has two centres; Lomond House and Camberwell Road both situated in Camberwell Green, accommodating up to 65 students. The centres are in the heart of the town centre with access to many facilities including Camberwell Leisure Centre.

Our students and staff enjoy being part of the local community and students are supported in work opportunities with many local businesses and community groups including Books Beyond Words, People First Lambeth, Brixton Libraries, Tom's Farm, Lambeth Mencap, Sailability, Brixton Recreation Centre, Peckham Pulse, Salvation Army – Camberwell, Camberwell Library, Dulwich Leisure Centre, Dexters Adventure Playground, Pretty Little Cupcakes, Bede House, Southwark Playhouse, Burgess Park Cafe and Ruskin Park Friends.

Mission and Ethos

Our Mission

Orchard Hill College exists to support, enable and champion the talents, skills and rights of the most complex and vulnerable people in our society in order that we can release their potential, promote their wellbeing and transform their lives.

Ethos

Improving opportunities and outcomes for all our students is at the heart of everything we do:

- **We prepare students to be independent by developing life and work skills ready for life after College.**
- **We provide students with social and vocational opportunities in the heart of their community.**
- **We provide a learning environment that is inspiring, creative and individualised.**
- **We empower and enable students to be fulfilled, happy, healthy and confident.**
- **We have a can-do attitude and all students' contributions and talents are celebrated.**



Job Description

Head of College, Southwark region

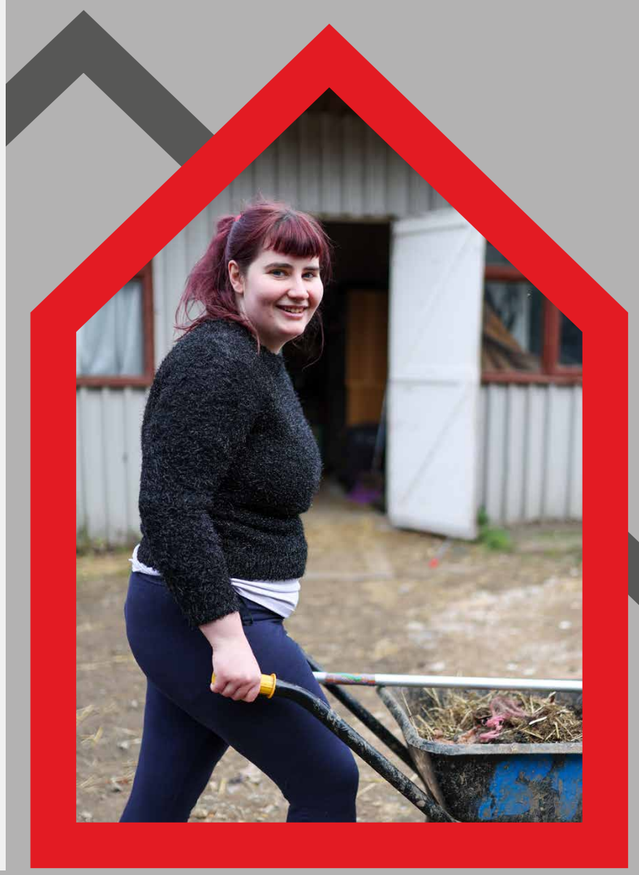
Purpose of the Post

The Head of College will be an inspirational and dynamic individual with a proven record of successful leadership and management in an education setting, ideally SEND. They will work closely with all key stakeholders to sustain outstanding provision whilst continuing to promote and implement development and innovation.

As Head of College you will have overall leadership and management of the College centres in Southwark and will work with the Principal and Senior Leadership team setting the strategic direction for the College.

Within the Southwark region, as Head of College you will have responsibility on leading on the high needs programmes, adult education programmes and Internship offer.

The Head of College will report to the Deputy Principal of Orchard Hill College.



Core Responsibilities

The Head of College will

- **Lead a high quality educational environment for students with complex special educational needs and disabilities including Profound and Multiple Learning Disabilities, Social, Emotional and Mental Health, Moderate Learning Difficulties and Autistic Spectrum Disorder.**
- **Take strategic leadership of safeguarding of young adults.**
- **Ensure that the College centres meets their statutory duties as outlined in the SEND Code of Practice.**
- **Keep abreast of developments within education and the special sector at local, national and international level.**
- **Represent the College on local authority, commissioning groups and other stakeholder forums.**
- **Lead on the Management and control of risks.**
- **Ensure the region sustains its outstanding Ofsted rating.**

Working together to transform lives

Orchard Hill College Academy Trust

Ethos

As a community of learners, families and colleagues OHC&AT believes that by working collaboratively, with energy and ambition we can always effect positive change. At the core of our ethos is the conviction that there should be no limit placed on what is possible and that everyone has the ability to be the very best they can be.

Mission

OHC&AT exists to support, enable and champion the talents, skills and rights of the most complex and vulnerable people in our society in order that we can release their potential, promote their wellbeing and transform their lives.

Values

As an organisation, we adhere to the seven principles of public life to drive our behaviours and provide a framework for our actions. These are: leadership, openness, objectivity, selflessness, honesty, integrity and accountability. Within this framework, we have defined our own set of core values and behaviours based around the word 'create'.

Confident **R**espectful **E**quitable **A**dvocacy **T**eamworking **E**nabling

Key Strategic Priorities for 2022-2025



Quality, Standards and Reputation

Every OHC&AT pupil and student benefits from exceptional provision that effects life changing outcomes.



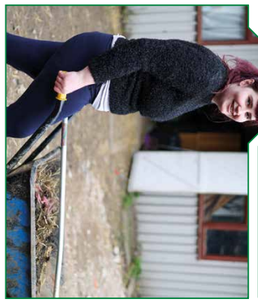
Innovation and Specialism

Creative and evidence-led approaches are distributed across the organisation to maximise opportunities.



Development and Growth

We are responsive to local and regional need and have a clear moral purpose that impels us to generate a positive impact where we believe we can do so.



System Leadership

The collective thoughts and experiences at all levels of the organisation are harnessed to enable and drive positive change.



Nurturing Talent

Investing in our staff, governance and volunteers to promote and liberate their talent, grow expertise, attend to their wellbeing and enable them to make the difference.

Job Description cont...

Organisation, Leadership and Management

The Head of College will

- Uphold the aims and objectives of the College and ensure implementation, monitoring, development and review of policies to support these aims.
- Prepare papers to present at Local Governing Body meetings.
- Work closely with the OHC Finance Management Accountant to manage the region's budget and ensure effective financial planning, efficient use of resources and best value for money.
- Oversee the quality of termly and other reports to students/families/carers to ensure a consistently high standard of reporting.
- Develop and maintain effective communication between students, staff, parents/carers, governors and the wider community.
- Assist in identifying advice and support for students, parents, carers and families.
- Promote equality, diversity and inclusion in line with OHC policies.
- Monitor and evaluate the effectiveness of Health and Safety procedures and assist the premises team in ensuring that the health and safety needs of students and staff are met and that health and safety policy guidelines are adhered to.
- Lead on the implementation and evaluation of the quality improvement plan for the Southwark region.
- Lead on the wider improvement of community partnerships and the further development of extended extra-curricular activities.
- Promote professional development for all staff, supporting the delivery of a whole region programme of training and development in line with the current quality improvement plan within the region.
- Act as an appraiser for the management team within the region.
- Be responsible for overseeing the induction programmes for all new staff.
- Strategically review and monitor student attendance and implement College policy in order to minimise student absence.
- Be the key strategic link for multi-agency colleagues including Integrated Services team in order to effect best outcomes for students.

Management of Teaching and Learning

The Head of College will

- Have overall responsibility for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression into sustainable life changing outcomes.
- Ensure effective long, medium and short term planning and development of the curriculum.
- Ensure that all students have equality of access to a curriculum that is linked to preparation of adulthood outcomes, maintaining a stimulating, relevant and effective learning environment in which the individual needs of students are met.
- Provide expert guidance on the management and positive support of behaviours of concern.
- Promote effective collaboration between multi-agency staff and colleagues to ensure coherent planning, consistency of educational opportunities for students.
- Strategically audit timetables, and review enrichment and extra-curricular activities and weekly information lists to ensure the smooth operation of the College to provide an outstanding experience for the students.
- Oversee the quality of structured programmes of work-related learning and work experience, including the implementation of the careers strategy and information advice and guidance for all students.

Management of People

The Head of College will

- Lead on the strategic recruitment of teaching and support staff.
- Overall responsibility for overseeing the induction programmes for all new staff.
- Overall responsibility for implementing the College appraisal system for staff within the Region ensuring SMART targets are set annually and monitored through the College academic year.
- Develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.
- Maintain a positive team ethos through effective communication and shared discussion and training.
- Have corporate responsibility for day-to-day management of staff, including arranging cover for staff absence.
- Monitor staff attendance, Code of Conduct and capability with HR and address these issues effectively as they arise.

The Self-Improving College System

The Head of College will

- Create an outward-facing provision, which works with other colleges, schools and organisations - in a climate of mutual trust and challenge - to champion best practice and secure excellent achievements for all students.
- Develop effective relationships with fellow professionals and colleagues in other public services, to improve preparation for adulthood outcomes for all students.
- Shape the current and future quality of the teaching provision through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability Inspire and influence others - within and beyond your region - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other

The Head of College will

- Ensure the Health and Safety of staff and students and visitors in keeping with OHC Health and Safety policy.
- Participate in appropriate continuing professional development and staff training opportunities to update or develop new skills.
- Promote compliance with policies adopted by OHC, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertake such other duties of a similar nature as required by the Principal.

The job description is subject to review and change in consultation with the post holder.



Person Specification

ESSENTIAL ON APPOINTMENT	DESIRABLE, BUT COULD BE GAINED AFTER APPOINTMENT
QUALIFICATIONS	
Diploma in Education & Training or equivalent and QTS or equivalent	Additional relevant post-graduate qualification such as NPQSL,NPQH
TEACHING EXPERIENCE	
Proven ability to lead on and model exemplary teaching practice and develop high quality coaching and training across centre Significant experience, knowledge and delivery of the education and training for students with a wide range of complex SEND Experience of assessment methods and evidencing learning outcomes	
PROFESSIONAL SKILLS	
Proven ability to demonstrate and lead outstanding classroom practice, including innovative curriculum development.	Evidence of active involvement in other relevant professional bodies and/or advisory boards/steering groups.
LEADERSHIP AND MANAGEMENT	
Evidence of successful experience as a senior leader in one or more settings, especially specialist settings. Evidence of leadership in taking a corporate approach to quality improvement. Proven ability to work collegiately and effectively with a wide range of stakeholders. Ability to provide strategic leadership to colleagues, developing future talent and tackling under-performance in a robust manner. Proven ability to analyse and interpret data to inform priorities and target under-performance. Evidence of strong budget management skills. Evidence of highly effective leadership of College or College improvement planning and delivery. To act as the responsible person in relation to all H&S matters. Understanding of the effective use of premises to enhance all students' progress and attainment.	

ESSENTIAL ON APPOINTMENT	DESIRABLE, BUT COULD BE GAINED AFTER APPOINTMENT
KNOWLEDGE	
Comprehensive and up to date knowledge of current statutory and compliance matters and regional and local landscapes, policy and legislation. Ability to interpret and advise effectively Knowledge and experience of current good practice and developments in special education and mainstream provision, including Ofsted frameworks and requirements Knowledge of current best practice and initiatives in relation to Safeguarding and Child Protection, including the most recent and high profile national agendas. Commitment to own continuing professional development. Knowledge of management/control of risk by understanding requirement around compliance with OHC policies including health & safety to provide a safe learning environment for students	Non-executive experience and knowledge (governance)
PERSONAL SKILLS	
Proven ability to: Develop and articulate a strong vision allied to coherent, ambitious and time limited action planning. Communicate a clear vision, ethos and strategy to a range of audiences and stakeholders, including outside the Centre and College. Ability to manage a significant and complex caseload across a region To work with a wide range of stakeholders including local authorities and commissioning bodies, and internal partners. To advocate effectively for pupils and students.	

Benefits of working
at Orchard Hill College & Academy Trust

OHC&AT is an exciting, forward-thinking organisation, and there are many benefits to embarking on your career with us. There are plenty of reasons to join OHC&AT, here are just a few:

- Comprehensive training and development
- In-service teacher training delivered in partnership with Canterbury Christ Church University
- Opportunities to engage with internal professional networks
- Access to counselling advice and support via Health Assured (our employee assistance programme)
- Commitment to wellbeing supported by our occupational health service and mental-health first aiders
- Scope for career progression across eight college centres, 14 academy schools and shared services team
- Generous annual leave and flexible working schemes in addition to bank and public holidays and a Christmas closure period
- As part of your contract of employment you will enrolled into a pension scheme, the Local Government Pension Scheme (LGPS) or Teachers Pension Scheme (TPS) both of which have life cover and financial protection for your family.
- Electric car lease scheme
- Enhanced parental leave schemes
- Cycle to work scheme
- Season ticket loans
- Employee referral scheme
- Discounted gym membership subscription including digital fitness

Don’t miss your opportunity to enhance your career and make a difference to the lives of young people.

For more information on careers with **OHC&AT** visit **ohcat.org/work-for-us**





The Appointment Process

To apply for the role please use the
Quick Apply option on the TES portal.

Application deadline: **Wednesday 21st February 2024**
Interviews on: **Wednesday 28th February 2024**

If you would like to arrange a visit ahead of the interview date, please contact
Chloe Dorey-Jewell on **CDorey-Jewell@orchardhill.ac.uk**
or call **07909 803 256**

Please note that CV applications cannot be considered

Orchard Hill College are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

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