



## **Job Description**

### **Deputy Head of College Region**

#### **Purpose of the Post**

Orchard Hill College is an outstanding specialist college offering life-changing opportunities to learners aged 16 to 25 with a wide range of needs, including complex special educational needs. We have eight vibrant college centres across London and the South East where committed, specialist teams deliver a range of programmes to meet the needs of our students. Our programmes are personalised and designed to support and empower each student to achieve their aspirations and goals, whilst developing skills to become more independent members of their community.

The Deputy Head of College will be an inspirational and dynamic individual with a proven record of successful 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 Deputy Head of College you will have responsibility for the management of the College centres in Hillingdon and will work with the Head of College when setting the strategic direction for the College within the Hillingdon region.

The Deputy Head of College will report to the Head of College, Hillingdon Region and will deputise in his/her absence

#### **Core Responsibilities**

The Deputy Head of College will

- Manage 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
- Ensure the region sustains its outstanding Ofsted rating.
- Responsible for the safeguarding of young adults.
- Ensure that the college centres meet 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 such as the Hillingdon's Project Search steering group.
- Lead on the Management and control of risks.

### **Organisation, Leadership and Management**

The Deputy 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.
- Work closely with the OHC Finance Management Accountant to manage the region's budget and ensure efficient use of resources and best value for money.
- Monitor 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 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 rigorously adhered to.
- Have a comprehensive understanding and facilitate the implementation of the quality improvement plan for the Hillingdon region and OHC's three year strategy.
- Manage the 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 lecturer team, operations coordinator and the centre administration team within the region.
- Manage and monitor the overseeing of the induction programmes for all new staff.
- Monitor student attendance and implement College policy in order to minimise student absence.
- Be the key day to day link for multi-agency colleagues including Integrated Services team in order to effect best outcomes for students.

## **Management of Teaching and Learning**

The Deputy Head of College will:

- Be responsible for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression into sustainable life changing outcomes.
- Have a teaching responsibility for one session per week which equates to a minimum of 2.5 hours per week.
- 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
- Be responsible for the management and positive support of behaviours of concern.
- Maintain and develop effective collaboration between multi-agency staff and colleagues to ensure coherent planning, consistency of educational opportunities for students.
- Be responsible for timetables and review enrichment and extra-curricular activities and weekly information lists to ensure the smooth operation of the College centres to provide an outstanding experience for the students.
- Monitor 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.
- Be a member of OHC's designated safeguarding team, and in consultation with the Deputy Principal for Safeguarding and Head of College make safeguarding referrals and ensure all actions are recorded on CPoms.
- Chair or delegate responsibility for Years 1 and 2 student review meetings/ EHCPs.

## **Management of People**

The Deputy Head of College will:

- Coordinate recruitment of teaching and support staff.
- Responsible for overseeing the induction and probation programmes for all new staff within the Region.
- Responsible for implementing the College appraisal system for staff within the Region ensuring SMART targets are set annually and monitored through the College academic year.
- Maintain excellent working relationships with and between all staff, including multi-agency colleagues.
- Ensure a positive team ethos through effective communication and shared discussion and training.
- Be responsible for the day-to-day management of staff, including arranging cover for staff absence with support from operations coordinator.

- Manage first line sickness meetings, and capability or disciplinary matters and take action in line with OHC HR policies.
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### **The Self-Improving College System**

The Deputy 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 and maintain effective relationships with fellow professionals and colleagues in other public services, to improve preparation for adulthood outcomes for all students.
- Ensure high quality coaching and training shapes the current and future quality of the teaching provision

### **Other**

The Deputy 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 all 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

<b>ESSENTIAL ON APPOINTMENT</b>	<b>DESIRABLE, BUT COULD BE GAINED AFTER APPOINTMENT</b>
<b>QUALIFICATIONS</b>	
Diploma in Education & Training or equivalent and QTS/QTLS or equivalent	Additional relevant post-graduate qualification such as NPQML, NPSL
<b>TEACHING EXPERIENCE</b>	
<p>Proven ability to lead on and model exemplary teaching practice and develop high quality coaching and training across centre.</p> <p>Significant experience, knowledge and delivery of the education and training for students with a wide range of complex SEND.</p> <p>Experience of assessment methods and evidencing learning outcomes.</p>	
<b>PROFESSIONAL SKILLS</b>	
A good/outstanding teacher with proven ability to demonstrate and lead outstanding classroom practice and innovating curriculum development and implementation.	
<b>LEADERSHIP AND MANAGEMENT</b>	
<p>Evidence of successful experience as a manager in one or more settings, especially specialist SEND settings.</p> <p>Evidence of working as a manager at a provision that achieved the OE judgement of 'good' or above in an Ofsted inspection.</p> <p>Proven ability to work collegiately and effectively with a wide range of colleagues at all levels within the organisation.</p> <p>Ability to provide leadership to staff, developing future talent and tackling under-performance in a robust manner.</p> <p>Evidence of budget management skills and resource planning.</p>	Experience of being designated safeguarding lead

<p>To be a Designated Safeguarding Lead and be part of the overall College's safeguarding team.</p> <p>To act as the responsible person in relation to all H&amp;S matters.</p> <p>Understanding of the effective use of premises to enhance all students' progress and attainment.</p>	
<p><b>KNOWLEDGE</b></p>	
<p>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</p> <p>Knowledge and experience of current good practice and developments in SEND.</p> <p>Knowledge of current best practice and initiatives in relation to Safeguarding and Child Protection, including the most recent and high profile national agendas.</p> <p>Commitment to own continuing professional development.</p> <p>Knowledge of management/control of risk by understanding requirement around compliance with OHC policies including health &amp; safety to provide a safe learning environment for students.</p>	
<p><b>PERSONAL SKILLS</b></p>	
<p>Proven ability to:</p> <p>Communicate a clear vision, ethos and strategy to a range of audiences and stakeholders, including outside the Centre and College.</p> <p>Ability to manage college centres across the region, in respect of human and physical resources</p> <p>To work with a wide range of stakeholders including local authorities and commissioning bodies, and internal partners. To advocate effectively for pupils and students.</p> <p>Resilient and emotionally intelligent</p>	

