



# Deputy Head of College

Recruitment Pack

I am  
Ambitious  
about Autism

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# Introduction from Linda Looney

May I take this opportunity to thank you for expressing an interest in applying for the position of Deputy Head of College at Ambitious College part of Ambitious about Autism.

This is an exciting time to join our college as we embark on our seventh year serving autistic young people aged 16-25 across London and the Home Counties. We are proud to be an Ofsted rated 'Good' college, winning the Natspec Award for 'Wellbeing and mental health' this year.

We believe that every young person attending Ambitious College deserves a fulfilling, happy and rewarding life. Our educational approach focuses on the individual at all times. We offer a highly personalised curriculum and positively support our learners to acquire new skills and take part in everyday life.

We support 85 learners aged 16-25 supported by over 140 specialists. Ambitious College is committed to providing the high quality, specialist learning and support needed to prepare our learners for adulthood through increasing their skills, independence and wellbeing.

As part of the charity Ambitious about Autism, Ambitious College strives to make the ordinary possible and enhance the quality of life of its learners. We are very proud of our college and our learners achievements. Our 'Good' judgements from Ofsted quoting "Learners are well motivated by the individual learning programmes and high aspirations that staff hold for them. All staff are skilled, know the learners well and are caring and sensitive in their approach." To continue our development, we need collaborative individuals that thrive in challenging environments working as part of a robust team.

This is a career defining opportunity to lead, inspire and innovate, if you are Ambitious about making the ordinary possible for children and young people with autism, share our forward thinking, open minded values then we would love to hear from you.

**Linda Looney,  
Head of College**



# Senior Leadership Team

## Assistant Principal, Operations - Nicola Hawkins

Hello, my name is Nicola the Assistant Principal for Operations, responsible for the support team within the college, transitioning in of new learners and health and safety. I joined AAA in 2015 and have seen the service grow phenomenally in that time. What I am always impressed by is our sense of team, the learners aspirations are always at the core of what we do and you can really feel the strong values base within the college. I am an avid traveller and love nothing more than to get lost, exploring and making memories.



## Assistant Principal, Curriculum - Simon Birch

I have been working in the education of people with autism for 25 years. I started my career as a Teaching Assistant in a specialist primary school and worked in various roles from Behaviour Specialist to Interactive Music Specialist before eventually taking my teaching qualification in 2007.



Since then, I have focussed largely on Post 16 education and have been involved in setting up provisions and leading on curriculum in Schools and Colleges in Surrey and London.

Since 2019 I have been Assistant Principal for Curriculum at Ambitious College and relish the challenge of creating and evolving an exciting curriculum that the gives our young people all the skills they need to be successful in their desired outcomes post Ambitious College. In my spare time I enjoy creating digital art and photography and can often be found out and about with my camera at the weekends looking for interesting subjects to snap.

## Assistant Principal, Personal Development, Behaviour and Welfare - Jacqueline Steel

Jacqui joined Ambitious College in July 2019. She has been working in the post 16 SEN education sector for over 15 years. She is a qualified post 16 lecturer and has worked within 6th form, FE and adult provision for young people and adults with a wide range of learning difficulties and Autism. She has also managed teams and provisions across the sector. Jacqui has high aspirations for young people and is a keen advocate for independence and employment for young people with SEN.



# About Autism

Ambitious about Autism is committed to making the ordinary possible for children and young people with autism.

- Autism is a lifelong, developmental disability which affects 1 in 100 people in the UK. It affects the way a person communicates and how they experience the world around them.
- Children with autism face many barriers. These may include a lack of understanding of their needs and how to meet them, a lack of good quality services and opportunities to have their views taken into account.

## As a result:

- Fewer than 1 in 4 young people with autism access education beyond school.
- Only 16% of people with autism work full-time and 90% remain dependent on their families for the rest of their lives
- Many families struggle to support their child, live in poverty and feel isolated.

This must be addressed with urgency if we are to stop the wasted opportunities for these children, their families and our society.



# Ambitious College

## Our history and what we do

Ambitious College is an independent specialist day college that opened in September 2014 dedicated to supporting young people with autism aged 16–25. Ambitious College is a part of Autism about Autism the national charity for children and young people with autism.

We are located within two mainstream further education college campuses: The College of Haringey, Enfield and North East London (CONEL), and West Thames College, West London. At each campus, our team of dedicated and passionate professionals includes: teachers, occupational therapists, speech and language therapists, employment

specialists, behaviour analysts and specialist support staff. They do not take a 'one size fits all' approach. Instead, they work together to provide learning and support approaches tailored to the individual.

Through a range of partnerships with local and national businesses, community groups and our mainstream college partners, we also offer opportunities to learn in the community. This combined approach – personalised education, positive support and real work experience – delivers results. It allows our young people to achieve their goals, fulfil their potential and go on to lead active lives in their community.

**Our vision** is a world where the ordinary is the everyday experience of children and young people with autism.

**Our mission** is to make the ordinary possible for children and young people with autism.

**Our values** Children and young people with autism are at the centre of all that we do.



## Our aims

- **More and better services** that meet the needs of young people with autism effectively
- **Greater awareness and understanding of the needs** of young people with autism and how best to meet these needs
- **Policy at national and local level** that takes into account the needs of young people with autism

## Our co-located model

We are aspirational and ambitious for our learners and believe that many of them, with the right support, can have a place in a mainstream educational setting. That is why our campuses are co-located within mainstream further education colleges. This allows us to offer a much wider curriculum and provide learners with a broad range of mainstream vocational learning, and social and work experience opportunities.

In North London, our co-located partner is The College of Haringey, Enfield and North East London, and in West London we have partnered with West Thames College. The success of our co-located approach depends on strong partnerships with our host providers. We thank them for their support.

Ambitious College is London's only registered Specialist College dedicated to educating and training young people with complex autism aged 16-25 years. The college is now based on two permanent campuses co-located and in partnership with mainstream further education colleges.

## Our curriculum

We support young people with autism to live the lives they want. To do so, we devise and deliver personalised learning opportunities that help them achieve outcomes set out in their individual Educational, Health and Care Plans (EHCP). Because our learners' skill levels vary, we take an individual, person-centred approach to teaching, learning and assessment.

We include, throughout our entire curriculum, functional skills such as English, maths, communication, information and communications technology (ICT). Our curriculum also reflects the four pathways of the Preparing for Adulthood Agenda

**[preparingforadulthood.org.uk](http://preparingforadulthood.org.uk)**

### **Our awareness raising activities**

Building awareness and understanding of autism and the work we do to support children and young people with autism is critical to our ongoing success. We communicate with and involve children and young people, parents and carers, the children's workforce, decision makers and influencers to support the delivery of our mission. Ambitious about Autism is growing and developing its online community, Talk about Autism, to provide support and as a means to engage the autism community in our policy and influencing work.

### **Our policy and participation work**

Our policy work is evidence-based and focuses on influencing the policies and practices of both local and central

government. Ambitious about Autism works to respond to policy developments and to proactively campaign on the issues that matter to children and young people with autism and their families. We have developed and grown our participation work and are working hard to influence the implementation of the Children & Families Act, alongside other key legislation. We provide platforms for young people and parents to share their experiences directly with policy and decision-makers. We also use our experience as a service provider to inform policy and practice.

For further information about our work, please see

**[ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)**



# Job Description

<b>Job title</b>	Deputy Head of College	<b>Team</b>	Ambitious College
<b>Salary</b>	Up to £70,000 (based on skills and experience)	<b>Reporting to</b>	Head of College
<b>Hours</b>	Full Time 37.5 hrs / week	<b>Line manages</b>	Assistant Principals of Curriculum, Operations and Personal Development, Behaviour and Welfare
<b>Location</b>	This position will require regular travel to both sites/campuses.		

## Role Purpose:

- To lead on quality assurance across the college. This will include the design, implementation, monitoring and reporting of quality systems and processes including the College self-assessment report and the associated quality improvement plan.
- As part of the Senior Leadership Team, contribute to the design and implementation of strategic development plans.
- To deputise for the Head of College in his/her absence.
- To have oversight of the day to day running of the College campuses to ensure that effective responses are in place to address issues as they arise.
- To line manage the Assistant Principals, ensuring effective performance management in line with College goals.
- To take the lead on ensuring that all staff are trained to the needs of their role. This will include the planning of all training to be delivered via INSET days and training weeks.
- To be a role model for excellent practice for all staff and learners.

## Quality Assurance

- To ensure that there is a robust and transparent annual quality cycle for the College ensuring that all Senior Leaders have clearly identified responsibilities and accountabilities.
- To ensure that high quality reporting templates and mechanisms required by the quality cycle are in place.
- To set agendas and chair the Quality Assurance Senior Leadership meetings.
- To address quality issues that arise as part of quality assurance monitoring in a timely and effective manner.
- In conjunction with the wider Senior Leadership Team, ensure the timely production of high-quality reports as required. This will include oversight of the annual self assessment report and quality improvement plan as well as reports required by Governors and sub committees.

- In conjunction with the wider Senior Leadership Team, to act as the college lead in the preparation for successful Ofsted inspection.

### **Deputising**

- To cover for the Head of College during any period of absence. This will include attendance at meetings and acting as the liaison between the College, Executive Principal, and wider Executive Leadership Team.

### **Operational Management and Planning**

- In overseeing the day to day management of the college campuses, to ensure that all issues are responded to in a timely manner. This will require a solution focused approach and the provision of support to the Assistant Principals and other staff to implement those solutions. This will also require liaison, where appropriate, with other stakeholders both internal and external e.g. Facilities Management, Parents, Local Authorities.
- Support the Head of College in the development and delivery of strategic objectives and associated plans that are designed to secure the future viability, growth and development of the College.
- Work collaboratively with all senior leaders in the college to ensure systems and processes are in place that deliver quality teaching, learning and support services for our young people.
- Contribute to the development of the organisation's overall strategy and business plan, as a member of the Senior Management Team.
- Develop and ensure implementation of relevant policies and procedures to ensure the College complies with statutory, best practice and organisational requirements.
- To have oversight to ensure that all devolved budgets are managed effectively and monitor income and expenditure in line with the organisation's policies and procedures.

### **People Management**

- To manage the Assistant Principals to ensure that Ambitious College delivers excellent provision, ensuring continuous improvement.
- Lead and exemplify good practice. • Recruit, manage, supervise, train, develop and motivate the College team of staff to ensure they have the required capability and resources to deliver the agreed aims and objectives.
- To create rotas to ensure that all campuses have daily coverage or support from a Senior Leader.
- To ensure that all staff management processes are completed in a timely, consistent manner; ensuring that underperformance is identified quickly and addressed in line with policy.
- Work effectively with managers in other teams to access support in HR, Finance, Property, IT, Marketing and Communications and any other support needed to run the service effectively.

### **General**

- Keep abreast of key developments and networks relevant to this role, which will include attendance at wider network meetings and conferences as required.
- Work effectively with the Executive and Senior Management team to fulfil this role and support the work of the organisation.

- Support Ambitious about Autism’s core values and carry out all responsibilities with due regard to Safeguarding Children and Equal Opportunities policies and procedures.
- Ensure the highest degree of confidentiality and data protection of all Human Resources materials.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures
- Promote the service directly through open days, events, face to face meetings and networks and indirectly by supporting the work of the charity’s Communications team.
- Be an ambassador for the College and charity.

*This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by their Manager.*

## Person specification

### Role and band competencies

### Specific Knowledge, Experience & Technical skills

1. Educated to at least Degree level
2. Teaching Qualification in Education
3. Teaching and learning in secondary or Post-Compulsory Education for those with SEND
4. Experience of commissioning and service delivery for young people
5. Experience of working within a senior leadership capacity within a college or similar environment and leading on curriculum planning, delivery and administration
6. Successful experience of devising and delivering projects.
7. Experience of supporting people with autism and/or learning disability to access person-centered learning and/or community-based services
8. Experience of working with young people with autism and/or learning disability who experience behaviour that challenges
9. Understanding PBS or related behavioral approaches
10. Proven track record of working with young people and their families to develop and deliver services
11. Experience of successfully leading and managing a transdisciplinary team and understanding of being an effective team member
12. Experience of negotiating and working with commissioners and partners
13. Proven experience of managing an income and expenditure budget of £200k+

## Personal Attributes

14. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
15. Values driven and prepared to go the extra mile for service users
16. Resilient and able to work on own initiative and work as part of a team
17. Strong influencing skills – able to engage successfully with stakeholders at all levels and build successful working partnerships with individuals and organisations
18. Computer literate with a good working knowledge of Microsoft Office
19. Strong management and entrepreneurial skills
20. Ability to plan, manage and deliver work to agreed deadlines
21. Excellent communication and presentation skills
22. Able to manage competing demands, remain calm and keep a solution focused approach
23. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities
24. Willingness to work flexibly

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 31<sup>st</sup> January 2021 12.00AM</b>
Candidates informed of outcome of application	<b>W/C 1<sup>st</sup> February 2021</b>
First Stage Interviews (Virtual, Microsoft Teams)	<b>Thursday 11<sup>th</sup> February 2021</b>
Second Stage Interviews (Face to face if permitted)	<b>W/C 15<sup>th</sup> February 2021</b>
Start Date	<b>As soon as possible</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Kembi Coakelin on **07553619519** or [kcoakelin@ambitiousaboutautism.org.uk](mailto:kcoakelin@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambition about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity for children and young people with autism.

We provide services, raise awareness and understanding, and campaign for social and policy change. Through TreeHouse School, The Rise School and Ambitious College, we offer specialist education and support.

Our ambition is to make the ordinary possible for more children and young people with autism.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 3375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.