

JOB DESCRIPTION

Deputy Head of College

Salary range	- Leadership L10-14 (£49,937 - £55,064)
Location	- Newfriars College, Bucknall, Stoke on Trent

In addition to the conditions of employment and the professional duties of Deputy Head of College in the College Teachers' Pay and Conditions Document, the above post includes the following

Shared Responsibilities with the Head of College

Specific Responsibility.

- To create, develop and maintain a high quality educational environment for students with special educational needs and disabilities.
- To ensure the continued development of the College and make a significant contribution to high quality organisation, leadership and management.
- To play a full and active role in supporting and promoting every aspect of the life of the College.
- To attend local council body meetings as appropriate.
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.
- To maintain/agree to maintain a current awareness of developments within education and the special sector at local, national and international level.
- Supporting the Head of College in Professional Duties: To assist the Head of College in mutually agreed areas of College leadership and management.
- To fully deputise for the Head of College in his/her absence.
- The post holder will work alongside other academies within Shaw Education and foster strong relationships to develop further partnership working.

Organisation, Leadership and Management Shared Responsibilities with the Head of College

Specific Responsibility

- To uphold the aims and objectives of the College and ensure implementation, monitoring, development and review of policies to support these aims.
- To work closely with the Head of College, SLT, including the College council and Shaw Education Body on strategic College improvement planning and College self-evaluation
- To work closely with the Head of College and College Business Manager to ensure effective financial planning, efficient use of resources and best value for money.
- To develop and maintain an appropriate staffing structure.
- To chair and minute EHCP and other relevant student focused meetings across the College as appropriate to ensure high quality returns are made to parents and the LA.
- To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals to ensure a consistently high standard of reporting.

- To develop and maintain effective communication between students, staff, parents/carers, councillors and the wider community.
- To assist in identifying advice and support for parents, carers and families.
- To promote professional development of all staff, devising a whole College programme of INSET in line with current SIP priorities and performance management targets, as well as targeted INSET for groups and individuals.
- To lead INSET and Staff meetings as and when appropriate.
- To manage budget allocation to support INSET.
- To act as an appraiser for class teachers and middle leaders, and other identified staff as appropriate. To be a specific line manager to an identified members of staff.
- To be responsible for overseeing the induction programmes of all new staff, alongside the SLT.
- To liaise regularly with administrative staff in monitoring student attendance; to implement College policy in order to reduce student absence.
- To ensure that class and College timetables run efficiently and that there is appropriate balance of subjects across the College.
- To support the appropriate Heads of Department, and deputise in their absence, as key link for multi-agency colleagues including nursing, physiotherapy, speech and language therapy, occupational therapy and music therapy in order to effect best outcomes for students and their families.
- To ensure equality of opportunity and of access for all members of the College community.
- To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Head of College and College Business Manager in ensuring that the health and safety needs of students and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.
- To assist with all matters relating to home-College transport and to liaise with personnel in transport section of LA.
- To assist with the development of community cohesion and, alongside the Head of College and SLT, the development of careers guidance and transition.
- To assume the lead role within child protection and safeguarding of students.
- To support the SLT with the development of a programme of integration and inclusion in line with partner Colleges.

Management of Teaching and Learning Shared Responsibilities with Head of College

Specific Responsibility

- To ensure effective long, medium and short-term planning of the College curriculum.
- To assume a shared responsibility for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on students' attainment to the SET and LA.
- To ensure that all students have equality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in which the individual needs of students are met.
- To share responsibility for all monitoring and quality assurance activity and play an integral role in ensuring standards remain high.
- To offer consistent pastoral support for students and to provide expert guidance on the management of challenging behaviours.

- To promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning.
- To ensure that the planning and delivery of the curriculum is tightly focused (and tailored to meet student's individual needs. Alongside SLT to oversee the delivery of structured work related learning and supported internships, project search and work experience for students at the College
- To undertake any teaching commitment as appropriate to promote excellent classroom practice and sustain curriculum innovation.

Management of People

Shared Responsibilities with the Head of College Specific Responsibility

- To develop and maintain excellent working relationships with and between all staff, including multi-academy trust colleagues.
- To maintain a positive team ethos through effective communication and shared discussion and training.
- To promote positive links between the College and students' families, external agencies and the wider community.
- Together with other College leaders, oversee timetables, assembly, duty rotas and weekly information lists to ensure the smooth operation of the College.
- To be responsible for day to day management of staff, including arranging cover for staff absence.
- To monitor staff attendance with the College Business Manager and address these issues effectively as they arise, with appropriate support from HR.

General notes

1. The responsibilities listed above are the basic essentials of the post; it is always open to the post holder to propose ways of extending these responsibilities within the remit of the post
2. Newfriars College is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.