

# The Oaks Specialist College

[www.theoaks.ac.uk](http://www.theoaks.ac.uk)

## Job Description and Person Specification

### Deputy Principal

**Reporting to:** The Principal (and periodically to the Board of Trustees, as directed by the Principal)

**Teaching Commitment:** 20 % max

**Pay Range:** £47,000 - £60,000 salary per annum

#### Context

[The Oaks Specialist College](#) is an exciting development based in Tonbridge, set up to meet the needs of young adults aged 18-25 with learning difficulties or disabilities (LLDD).

The Oaks Specialist College is the trading name of our company, Skills for Independence and Employability Limited, which was specifically founded and approved by the Education and Skills Funding Agency (ESFA) in 2017 for the sole purpose of setting up the College, designated by the ESFA as a “specialist post-16 Institution”.

The company is a not-for-profit organisation and a registered charity.

Our aim is to complement and work alongside existing providers in the area, to ensure that the needs and aspirations of all LLDD young people can be met locally. Our learners travel to the College from West Kent, other areas of Kent, Bromley, and East Sussex.

The College was initially known as Oakley College, having arisen from Oakley School – a Kent County Council special school – to better meet the needs of special school leavers. The College opened in 2018 with five staff and ten learners.

The College, now with over one hundred learners and over fifty staff, was renamed The Oaks Specialist College in 2021 to reflect more clearly who we are and what we do, as part of the network of specialist colleges across the country. We are a participating member of [Natspec](#).

Our mission at The Oaks is to put young people with learning disabilities at the heart of all that we do and to ensure that the skills, knowledge, and behaviours gained in college are applied in the “real world” so that every learner makes clear progress and develops into a young person who is respected and valued in their community and is confident and able to contribute fully.

We continually strive to be the best that we can be, so that on leaving The Oaks our young people will gain employment, further training or meaningful volunteering roles and be able to live their life more independently – with less dependency on others as they continue to develop, mature, and thrive.

The **Deputy Principal** role is a senior leadership role and an essential and integral part of the exceptional team at The Oaks Specialist College and is crucial to our continued success and development.

## Job Description – Principal Accountabilities

1. Lead the monitoring and ongoing development of the quality of education that the College delivers to its learners, delegating responsibility to others for specific tasks and areas of work as appropriate, whilst maintaining regular oversight of the quality of education, notably:
  - the curriculum, which embodies the decisions the College has made about the knowledge, skills and behaviours its learners need to acquire to fulfil their aspirations for learning, employment and independence
  - the way that teachers teach and assess to support learners to build their knowledge and to apply that knowledge as skills
  - the outcomes that learners achieve as a result of the education they have received.
2. Compile and analyse whole College data to demonstrate outcomes (e.g. learners' progress, destinations) over a minimum of three years after leaving College).
3. Regularly monitor whether the curriculum offers learners the knowledge and skills that reflect the needs of the local, regional, and national context, and whether the curriculum intent takes into account the needs of learners, employers, and the local, regional, and national economy.
4. Actively contribute to the College's Self-Assessment Reporting and the Quality Improvement Plan
5. Contribute to regular evaluation of College provision against the criteria of **all** four key Ofsted judgements:
  - quality of education
  - behaviour and attitudes
  - personal development
  - leadership and management
6. Collaborate with the Principal and Trustees to ensure that the College remains at the forefront of 19-25 specialist provision – locally, nationally, and globally.
7. Work with senior leaders and external organisations, to ensure the efficient, effective, and safe running of all College operations and infrastructure on a daily basis.
8. Monitor whole college CPD to identify gaps in knowledge and skills and play a vital role in ensuring The Oaks continues to respond to changes to the SEND local and national landscape.
9. Keep appropriate effective records and report to the Principal and/or Trustees in a timely and effective manner when requested to do so.
10. In collaboration with the Principal and the College Business and Finance Lead, promote and ensure the financial stability, probity, and sustainability of Skills for Independence and Employability Limited.
11. Take a significant role in developing /replicating new provisions in the South East of England
12. Deputise for the Principal as required.

**As an active and effective member of the Senior Leadership Team, you will also: -**

- a) be a Designated Safeguarding Lead, reporting to the Principal.
- b) be proactive in contributing to strategic decisions and actions to sustain and further develop the College.
- c) develop and manage positive and productive relationships with all staff, learners, parents and carers, Trustees; also with all suppliers, external partners, collaborators and with local, national, and international communities
- d) promote positive behaviour, setting consistent, clear expectations for maintaining appropriate behaviour, managing any challenging or difficult behaviour from learners or staff.
- e) liaise with teaching and support staff to obtain knowledge of learners' special educational needs and deploy positive and targeted support for all learners with specific learning needs or difficulties.
- f) participate in, and engage with, a range of College based and external INSET and professional development activities, including performance management feedback, and sharing best practice and outcomes with colleagues and to continuously improve own teaching performance.
- g) implement all College procedures and policies consistently, and contribute to their evaluation and further development, supporting the College in achieving its aims, vision and priorities as set out in the College Quality Improvement Plan.
- h) construct the whole College timetable if required.
- i) undertake any reasonable additional activities or duties as directed by the Principal.

## Person Specification

<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>▪ A levels or equivalent</li> <li>▪ GCSE accreditation or equivalent, Grade A to C in both Maths and English</li> <li>▪ Recognised teaching qualification</li> <li>▪ A minimum of 5 years education experience in a leadership role</li> <li>▪ Evidence of effective working with a variety of teams, stakeholders, and agencies</li> <li>▪ Evidence of effective leadership and people management</li> <li>▪ Experience of working in more than one setting.</li> <li>▪ A degree or equivalent</li> <li>▪ Experience of SEND inclusion and/or provision.</li> <li>▪ Evidence of recent relevant professional development.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Up to date knowledge of:</b></p> <ul style="list-style-type: none"> <li>▪ A range of education and business best practices</li> <li>▪ Ways of improving provision and outcomes</li> <li>▪ Education development</li> <li>▪ The use and application of digital skills.</li> <li>▪ The current Ofsted criteria and all relevant published professional standards.</li> <li>▪ Health and Safety at work standards</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work independently but also to be a team player</li> <li>▪ Pro-actively lead and manage others; support colleagues' professional development</li> <li>▪ Establish professional working relationships with colleagues that are characterised by an enthusiastic commitment to helping them overcome challenges.</li> <li>▪ Encourage and enable staff to develop their skills to apply these to the workplace</li> <li>▪ Support and challenge staff enthusiastically and be adaptable and flexible, whilst remaining calm and patient under pressure</li> <li>▪ Effectively support a range of operational activities</li> <li>▪ Plan and prioritise tasks, delegating where necessary and meeting deadlines.</li> <li>▪ Excellent, written, verbal and digital communication skills</li> <li>▪ Ability to inspire, motivate and encourage staff, Trustees, and partner organisations</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Personal Qualities & Abilities**

- Demonstrate optimistic behaviour, positive relationships & attitudes towards learners and staff, and towards parents, governors, and members of the local community.
- Role model by example – with integrity, creativity, resilience, and clarity.
- Develop wide, up to date knowledge and understanding of education and College systems locally, nationally, and globally, and pursue continuous professional development.
- Communicate compellingly the College’s vision and help drive the learners forward, empowering all learners and other staff members to excel.
- Embrace an educational culture of ‘open classrooms’ as a basis for sharing best practice with and between colleagues at all levels.
- Provide a safe, calm, and well-ordered environment for all learners and staff, focused on safeguarding learners and developing their exemplary behaviour in College and in wider society.

Essential  
Essential  
Essential  
Essential  
Essential

**Vulnerable Adults Protection**

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service to The Oaks’ satisfaction. The Oaks is committed to the fair treatment of its staff, potential staff, or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

*The Oaks Specialist College is committed to safeguarding young people and our staff, a commitment we expect all staff to share and uphold.*