



## **JOB DESCRIPTION: Deputy Head of College**

### **Our Aim**

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help learners achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College.

### **Your Role**

The role of **Deputy Head of College** is to support the Head of College with the daily running of Liberty College. This is an exciting opportunity for an experienced leader to assist in the expansion of a learner-centred organisation which continues to grow year on year. You will be working in an exciting and versatile environment for a fun and supportive organisation that works to make a difference in people's lives.

You will be a visible teaching and learning leader alongside the leadership team, developing staff, effectively identifying areas for development and ensuring high quality SEND education which helps each individual learner to achieve their personal goals.

You will be responsible for safeguarding as a Deputy Designated Safeguarding Lead. You will assist the Head of College with developing the curriculum, assisting with the formulation of the college's aims, objectives and strategic direction whilst establishing policies for achieving these, and monitoring progress towards meeting these aims and objectives. You will be required to communicate the college's vision to all stakeholders and support the Head of College's strategic leadership.

You will assist in the day-to-day management of the college and lead the college in the Head's absence. You will also be responsible for the line management of designated staff including performance management, ensuring a culture of staff professionalism and young person centered practice so that Liberty's learners experience a positive and enriching college life. You will be required to comply with the Teachers' Standards and model best practice for others.

As Deputy Head of College, under the direction of the Head of College and in collaboration with the SENDCO and wider SLT, you will determine the strategic development of Liberty's SEND policy and provision. You will be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual learners with SEND. They will provide professional guidance to colleagues, working closely with staff, learners, parents/carers, and other agencies.

You will enable all learners to engage in education by providing leadership and support around learner welfare, SEND, behaviour and attendance issues. This will involve working with staff, learners, and parents/carers to address barriers to learning and make sure effective policies and procedures are in place.

You will be responsible for supporting the development of a dynamic learning community through effective management of teaching and learning to meet the needs of every stakeholder. You will promote the organisation in a positive manner at all times, to staff, learners and visitors. You will support the team in ensuring directives and policies are reflected and implemented in everyday practice. You will be accountable to the Head of College.

### **Requirements**

You will be required to be available for work for 200 days per year (directed time), Monday- Friday 8.30am – 4.30pm, but this may vary according to the needs of the company. Part-time team members are required to work a proportion of the 200 days appropriate to their contract. In addition to your directed days, you will be required to



work such reasonable additional hours as necessary to complete your tasks. You are entitled to a 30-minute unpaid lunch break per day.

You must have an outgoing, friendly and confident personality with a positive attitude and a passion for helping others. Our team are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression.

At Liberty, we have a learner-centred approach and are looking for someone with the same philosophy. We have a holistic approach to working with our learners, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need that same outlook.

The Liberty Team have an 'all hands on deck' approach, so when you are not fulfilling the elements of your role, you may be required to assist the team in other areas.

We are looking for an experienced educational leader, who is highly efficient and organised with effective communication skills, who can establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organisation and provide efficient and effective support for our learners. The ideal candidate will be kind, calm and positive with a pro-active attitude; a creative problem-solver and hard-working professional with a good sense of humour. You will be learner-centred in your approach, able to anticipate, understand, and respond to the needs of learners to meet or exceed their expectations within the organisational parameters. You should be a good team player and work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisation effectiveness.

## **Responsibilities**

### *Key Duties & Responsibilities*

- Pro-actively support the vision, mission, ethos and policies of the organisation and promote high levels of achievement;
- Maintain high standards of ethics, behaviour and professional conduct.
- If the Head of College is absent, the Deputy Head of College will deputise
- Support the Head of College in developing positive working relationships with and between all staff and provide and sustain motivation.
- Lead groups of staff in developmental activities including CPD sessions, delegate appropriately and evaluate outcomes.
- Support the Head of College in the implementation of the organisation's performance management policy.
- Support the creation and implementation of the quality improvement plan and to take sole responsibility for appropriately delegated aspects of it.
- Support the evaluation of the effectiveness of the organisation's policies and developments with particular emphasis on the SAR
- Facilitate the smooth running of the organisation through excellence in the day-to day management and strategic leadership.
- Provide general support and advice to teaching staff and to the SLT.
- Attend and chair meetings, reviews and conferences as required.
- Ensure that parents and carers are well informed about the curriculum, its targets, learner's attainment and their part in the process of improvement.
- Enable the views of learners, parents and carers and staff to be heard and considered.
- Seek and promote opportunities for networking with other educational establishments.
- Ensure the organisation is fully prepared to meet OFSTED criteria.
- Assist with the safer recruitment of new staff by participating in shortlisting and interviews.
- Support all staff in achieving the priorities and targets which the organisation sets for itself.
- Assist with the creation and review of policies and procedures.



- Be part of ongoing assessment of young people's learning needs and to make reasonable adjustments as required minimising barriers to learning and achievement.
- Develop a professional 'mentor' relationship with learners, always keeping appropriate and transparent boundaries.
- Encourage growth and self-confidence by working with learners to develop all aspects of employability, personal development and functional skills.
- Ensure learners are following health and safety and behavioural guidelines.
- Deal with challenging or inappropriate behaviour in a professional manner according to organisation guidelines and procedures.
- Lead by example as a good role model at all times.

#### *Operation of the SEND policy and co-ordination of provision*

- Maintain an accurate SEND register to include tracking and monitoring of interventions, behaviour, timetables, EHCP applications and annual reviews.
- Provide guidance to colleagues on teaching learners with SEND, and advise on the graduated approach to SEND support
- Liaise with Directors and Head of College to identify resources and ensure they are being used effectively, including staff deployment.
- Be aware of the provision in the local area
- Work with other settings, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for learners with SEND
- Implement and lead intervention groups for learners with SEND, and evaluate their effectiveness
- Review the education, health and care plan (EHCP) with parents/carers and the learner
- Assist the Head and Assistant Head of College in the development, planning and implementation of a high quality, effective and engaging SEND curriculum which focuses on individual development and the learner journey.

#### *Attendance*

- Monitor attendance and carry out home visits as appropriate to support learners reintegration
- Work with the Admissions Officer & Head of College to monitor and implement strategies to improve the attendance of learners

#### *Pastoral and learning support*

- To be responsible for supporting learner re-engagement alongside the SENDCO & Wellbeing Team
- Identify a learner's SEND needs and implement interventions required
- Identify strategies to help overcome individuals barriers to learning
- Co-ordinate provision that meets the learner's needs, and monitor its effectiveness
- Promote high standards of behaviour and consistently implement the college's behaviour policy
- Secure relevant services for the learner
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for learners' individual needs
- Build and refresh knowledge on the range of external support available that could support learners' individual needs
- Attend meetings with external agencies and families as appropriate e.g. Personal Education Plan meetings (PEPs), Children in Need reviews, EHCP reviews
- Ensure regular learner & parent/carer surveys are conducted by the Attendance and Admissions Officer in order to ascertain feedback



- Support learner wellbeing and mental health needs
- Promote the learner's inclusion in the college community and access to the curriculum, facilities, and extra-curricular activities

### *Leadership and Management*

- Work with the Attendance Officer to monitor and implement strategies to improve the attendance of learners
- Collaborate with the SLT to develop whole-college SEND & pastoral care policies and action plans
- Lead the learner voice processes including directing the Wellbeing team to facilitate Youth Participation Group meetings
- Co-ordinate and monitor learner reviews
- Support in learner progress meetings and identify gaps in learning and identify opportunities.
- Promote an inclusive college community and ensure all learners have access to curriculum and facilities.
- Make sure each member of staff has access to, understands and can apply consistently, the college's SEND & pastoral procedures and strategies, especially new staff
- Work with the Head of College to ensure the college meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the college is required to publish
- Participate in senior leadership meetings
- Line management of designated team members
- Contribute to the SAR, improvement plan and policies
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the college's SEND policy
- Promote an ethos and culture that supports the college's SEND policy & learner centred practices and promotes good outcomes for learners with SEND
- Carry out staff observations and learning walks to ensure effective teaching and learning and support staff with development if necessary
- Co-ordinate and oversee Wellbeing Team alongside the SENDCO
- Complete return to work interviews for your team in line with the sickness absence policy.
- Induct and train or ensure training for new members of your team in addition to welcoming staff from all areas to ensure that they are well informed.
- Conduct observations, learning walks, supervisions and appraisals for team members in line with the organisation's policies and procedures.
- Complete return to work interviews for your team in line with the sickness absence policy.
- Induct and train or ensure training for new members of your team in addition to welcoming staff from all areas to ensure that they are well informed.

### *Safeguarding*

- Take on the role of DDSL at the college (see separate job description and person specification)
- Support DSL to ensure if the learner transfers to another educational setting, all safeguarding information is conveyed to it, and support a smooth transition for the learner
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of learners, including sharing concerns where necessary
- Promote the safeguarding of all learners in the college

### *Other Duties*

- Working with external organisations, networking to share best practice and improve the local offer.
- Ensure that confidentiality is respected at all times.
- Promoting equality and diversity as part of the culture of the organisation.



- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the college on all issues to do with health, safety and welfare.
- Support the college's implementation of all current statutory requirements.
- Adhere fully to organisation policies and procedures including safeguarding, health and safety, security, equality & diversity, confidentiality and data protection, reporting all concerns to the appropriate person.
- Manage own time effectively to ensure key tasks are undertaken and deadlines are met.
- In conjunction with your line manager, take responsibility for professional development, keeping up to date with research and developments related to college efficiency, which may lead to improvements in the day-to-day running of the college.
- Undertake any necessary professional development as identified taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- To fully understand the aims, objectives, ethos & values of Liberty College & to reflect these in your daily working life
- To adhere to Liberty College policies and procedures
- To act in a professional yet approachable manner at all times
- To attend regular meetings and supervisions to help your own professional development
- To attend training as required
- Any other tasks as required or requested by your Line Manager

The Deputy Head of College will be required to safeguard and promote the welfare of learners and follow college policies, the staff code of conduct and The Teacher Standards.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head of College will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of College.

### Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

## PERSONAL SPECIFICATION: Deputy Head of College

Qualifications and experience	Essential	Desirable
NPQH / NPQSL accreditation or equivalent, or willingness to work towards		✓
Safeguarding Level 3 for DSL's & safeguarding experience at a leadership level	✓	
Have a teaching qualification at level 5 or above & significant teaching experience	✓	
Significant relevant experience of leadership and management at a senior level in an education setting including contract management and line management	✓	
Extensive experience of working with young people with SEND and social, emotional and behavioural difficulties including management experience of SEND inclusion and/or provision	✓	
Good track record of achievement with significant experience of meeting and stretching targets in relation to teaching, learning and success rates	✓	
Evidence of the effective use of assessment and analysis in raising standards	✓	
Experience in the development of education programmes and managing change	✓	
Experience of monitoring and evaluating teaching and learning	✓	
Experience planning and delivering targeted interventions	✓	



Experience working with external stakeholders (e.g. from external agencies)	✓	
Involvement in self-evaluation and development planning	✓	
Experience of conducting training/leading INSET	✓	
Evidence of recent relevant professional development	✓	
<b>Skills and qualities</b>	<b>Essential</b>	<b>Desirable</b>
Exceptional communication skills in all forms at all levels, demonstrating respect for others and excellent team working	✓	
Ability to communicate a vision & motivate others		
Exceptionally high level of personal integrity and confidentiality	✓	
Strong organisation and management skills with the ability to effectively use a range of leadership styles.	✓	
Ability to build, lead, manage, support and train high-performing staff teams and evaluate the performance of such teams.	✓	
Lead by example with enthusiasm, integrity, creativity and resilience, whilst being adaptable and flexible and remaining calm under pressure.	✓	
Pro-actively lead and manage effective change where change is needed.	✓	
Demonstrate optimistic behaviour, positive relationships & attitudes towards learners and staff, and towards parents, external professionals and members of the local community.	✓	
Ability to inspire, motivate and encourage learners, staff and parents/carers.	✓	
Understanding and effective implementation of safeguarding policies, GDPR, health and safety and a commitment to creating a safe learning and work environment	✓	
Proficiency in the use of MS Office programmes, e-mail and the internet	✓	
Able to plan and evaluate interventions & understanding of effective intervention strategies	✓	
Plan and prioritise tasks, delegating where necessary and meeting deadlines.	✓	
Sustain wide, current knowledge and understanding of education systems locally, nationally and globally and pursue continuous professional development.	✓	
Commitment to promoting good practice and adhering to the organisation ethos	✓	
Strong knowledge of the SEND Code of Practice	✓	
Passionate about working with young people	✓	
Strong knowledge of KCSIE & safeguarding of children and young people	✓	
Data analysis skills and the ability to use data to inform provision planning	✓	
Excellent record-keeping & problem-solving skills	✓	
A respectful attitude to differences and a strong understanding of equality & diversity	✓	
Commitment to equal opportunities and securing good outcomes for learners with SEND	✓	
Ability to work under pressure and prioritise effectively	✓	
Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the college	✓	
Organised, good time management, proactive and self-motivated	✓	
Well-presented and a good role model with a positive, 'glass half full' attitude	✓	
Car owner & driver		✓

**Notes:** This job description may be amended at any time in consultation with the postholder.

**Director/Line Manager's signature:**

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**Print:**

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**Date:**

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**Postholder's signature:**

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