



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 and our soon to be established high school, Liberty High.

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 SEND 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 responsible for leading SEND provision across the college, including managing the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual learners with SEND. Under the direction of the Head of College and in collaboration with the Wellbeing Leader and SLT, you will determine the strategic development of Liberty's SEND policy and provision. You will provide professional guidance to colleagues, working closely with staff, learners, parents/carers, and other agencies.

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' & Headteachers' Standards and model best practice for others.

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

- Uphold and promote the organisation's values, vision, mission, ethos, policies and high standards of professional conduct.
- Deputise for the Head of College when required.
- Build positive working relationships across the college and support staff motivation.
- Lead staff development activities, including CPD, delegation and evaluation.
- Support performance management processes.
- Contribute to the SAR & quality improvement plan, taking responsibility for delegated areas.
- Contribute to evaluating organisational policies and developments
- Ensure effective day-to-day management and strategic leadership.
- Provide guidance and support to teaching staff and SLT.
- Attend and chair meetings, reviews and conferences.
- Maintain strong communication with parents/carers regarding curriculum, targets and learner progress.
- Ensure learner, parent/carer and staff voices are heard.
- Promote networking with other educational establishments & local organisations.
- Ensure readiness for OFSTED requirements.
- Participate in safer recruitment processes including shortlisting and interviews.
- Assist with policy creation and review.
- Develop a professional 'mentor' relationship with learners, keeping appropriate & transparent boundaries.
- Encourage growth and self-confidence by working with learners to develop all aspects of employability, personal development, vocational and functional skills.
- Promote learner safety, behaviour expectations and manage incidents professionally.
- Act as a positive role model at all times.

Strategic development & implementation of the SEND policy (with support from the SEND Co-ordinator)

- Provide strategic oversight of SEND provision, monitoring and reviewing quality.
- Compile the annual SEND Information Report with senior leaders.

- Contribute to self-evaluation relating to SEND.
- Ensure SEND policy objectives are embedded in improvement planning.
- Maintain current knowledge of national and local SEND developments.
- Maintain up-to-date knowledge of national & local initiatives that may affect the college's policy & practice
- Maintain an accurate SEND register, monitoring interventions, behaviour, timetables, EHCP processes and reviews.
- Advise colleagues on SEND teaching strategies and support.
- Identify learner needs and implement appropriate interventions.
- Support learner wellbeing and mental health.
- Co-ordinate SEND provision and monitor its effectiveness.
- Identify strategies to help overcome individuals' barriers to learning
- Ensure SEND resources and staff deployment are used effectively.
- Liaise with external support agencies and professionals to cater for learners' individual needs
- Conduct ongoing assessment of learning needs, making reasonable adjustments.
- Act as a key contact for external agencies, including the local authority.
- Analyse SEND assessment data.
- Implement and evaluate SEND intervention groups.
- Review EHCPs with learners and parents/carers.
- Support development & delivery of a high quality, effective and engaging personalised SEND curriculum which focuses on individual development and the learner journey.
- Work with SLT & AAO to improve attendance.
- Uphold high behaviour standards and apply the behaviour policy consistently.
- Maintain positive communication with parents/carers regarding SEND support.
- Keep updated on external support available locally.
- Attend external meetings (PEPs, CIN reviews, EHCP reviews).
- Promote an inclusive college community and ensure all learners have access to curriculum and facilities.

Leadership and Management

- Collaborate with SLT on SEND and pastoral policies and action plans.
- Lead learner voice processes and direct the Wellbeing team.
- Co-ordinate and monitor learner reviews.
- Support learner progress meetings and identify learning gaps.
- Ensure staff understand and consistently apply SEND and pastoral procedures and strategies.
- Work with the Head of College to meet Equality Act responsibilities.
- Prepare and review statutory information for publication.
- Participate in senior leadership meetings
- Line-manage designated staff.
- Contribute to SAR, improvement planning and policy development.
- Identify staff training needs and lead INSET.
- Promote an ethos that supports SEND policy and learner-centred practice.
- Conduct observations, learning walks, supervisions and appraisals.
- Complete return to work interviews for your team in line with the sickness absence policy.
- Induct and train new staff and ensure they are well informed.

Safeguarding

- Act as DDSL (see separate job description).
- Support DSL in ensuring smooth safeguarding transitions for learners moving to other settings.
- Follow statutory safeguarding guidance and college policies.
- Work with DSL to promote learner welfare and share concerns appropriately.
- Champion safeguarding across the college.

Other Duties

- Engage with external organisations to share best practice and enhance the local offer.
- Maintain confidentiality at all times.
- Promote equality, diversity, health, safety and welfare.
- Support compliance with statutory requirements and organisational policies.
- Manage time effectively and meet deadlines.
- Take responsibility for professional development and stay informed on relevant research.
- Maintain a professional portfolio for performance management.
- Uphold the aims, ethos and values of Liberty College & reflect these in your daily working life
- Maintain a professional, approachable manner.
- Attend meetings and supervisions for ongoing development.
- Undertake additional tasks as 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 Headteacher & 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 inc. 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	✓	
Involvement in self-evaluation and development planning	✓	
Experience of conducting training/leading INSET	✓	
Evidence of recent relevant professional development	✓	
Skills and qualities	Essential	Desirable
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 (due to multiple sites)	✓	

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

Employer's signature:

Print:

Date:

Postholder's signature:

Print:

Date:
