

Wargrave House School & College

Job Description

Job Title:	Head of Post 16 Learning
Responsible to:	CEO
Directly Reporting to:	Head of Education
Staff Reporting to you:	Teachers Senior Teaching Support Assistants of Post 16 Education Teaching Support Assistants of Post 16 Education

Main Purpose of the Post:

To work in partnership with the Head of Education, Deputy Head and Assistant Head in all aspects of the management and day to day running of the school/college.

In partnership with the Head of Education, Deputy Head and Assistant Head, to provide professional leadership for the school and college, which supports its success, continuing improvement and high quality teaching and learning provision for all students.

To develop and enhance vocational, independent learning, relationships and educational ethos through a vision aligned to post 16 and adult learning needs.

To develop careers education, information advice and guidance (CEAIG) through recognition of post 16 needs impacting upon vocational and work based learning on /off site including internships.

To provide outstanding recognition of awareness of legislative post 16 and adult legal frameworks impacting upon the learning, pastoral and social care aspects to help all students feel safe and achieve in line with their EHCP targets.

To implement and monitor effective systems relating to student intervention and pastoral needs through monitoring behavioural support and or dietary meetings, acting upon data of personal development, behaviour and attitudes.

To work as an effective member of the Education Leadership Team in creating positive, inspirational and productive disciplined learning environments and quality assurance systems.

Continue to sustain and develop effective collaboration with all key stakeholders including employers, external agencies (e.g. NATSPEC, NASS, Careers Connect) and other schools/colleges.

To be accountable and responsible for the budget aligned to post 16 learning including staffing, post 16 buildings, learning resources and consumables on and off site.

Develop and implement appropriate admission transmission and marketing strategies which promote the unique qualities of post 16 learning for existing and prospective students.

To uphold the aims, ethos and philosophy of the Company established by the CEO/Trustees.

To adhere to all policies as validated by the CEO, Head of Education, Governing Body and Trustees.

General Responsibilities:

Under the direction of the Head of Education:-

- (a) To work harmoniously with other staff to provide a caring, happy environment together with a well structured programme for the development of each of student in school and college.
- (b) To play an active part in promoting good public relationships locally, across the North West and nationally thereby increasing public awareness of, and support for, the aims and objectives of the service.
- (c) To maintain positive relationships with members of the Senior Leadership Team and to liaise with them on current issues within the service while showing a proactive development of learning environments aligned to curriculum development.
- (d) To encourage high standards of work and behaviour from staff and students at all times by your own example of good practice and preparation of teaching and impact through intent and implementation of curriculum vision.

Specific Duties and Responsibilities:

(a) Line Management of Staff

- 1. In conjunction with the Deputy and Assistant Head conduct performance management reviews and line manage designated staff.
- 2. Challenge under-performance at all levels in liaison with the CEO or Head of Education.
- 3. To provide occasional cover for teaching staff during (PPA time) staff absence and teacher/curriculum monitoring time and PPA time as agreed with Head of Education.
- 4. In conjunction with other senior members of staff, be responsible for staff induction, professional development and INSET.

(b) Curriculum Intent, Implementation, Impact/Development and Review

- 1. To lead the development, planning and implementation of the 16-25 further education curriculum with particular reference to access to relevant post-16 study programmes, the individual needs of the students and appropriate assessment, recording and reporting systems based on the analysis of performance data.
- 2. Be cognisant of curriculum developments and other relevant areas of information and have responsibility for informing the Senior Leadership Team and the Governing Body advising on curriculum issues. Keep staff informed of curriculum developments and review and develop the 16-25 further education curriculum in line with national strategies and to meet the needs of students with autism.
- 3. Be responsible for the development of assessment and recording of progress to ensure that it meets the requirements of the further education curriculum and the specific needs of students with autism.
- 4. To take shared responsibility for supervising teachers with curriculum responsibilities to develop the curriculum and monitor and evaluate this as part of the whole curriculum.

5. To be responsible for implementing assessment and recording processes including standardised tests, national comparative data and baseline assessments.
6. To be responsible for departmental policies.
7. To share development and successes through communicating via self evaluation forums, school and college newsletters, school and college website and wider collaborative forums.

(c) Monitoring and Performance Data

1. To be responsible for ensuring high quality teaching and learning through regular monitoring, evaluation and review of teacher planning: curriculum mapping, schemes of work and individual learning plans.
2. Devise and implement systems to ensure regular analysis of student and subject performance and set challenging targets to raise standards.
3. To be responsible for ensuring a high quality ASD specific, caring environment, including the physical and visual implementation of TEACCH within the department.
4. To be responsible for high quality effective communication with parents/carers including home-school books, annual review reports, baseline assessments and end of key stage reports.
5. To liaise directly with link governance for post 16 learning, contributing to both the quality of education team (QoET) and the Educational Leadership Team (ELT).
6. To be responsible for ensuring high quality teaching and learning through regular monitoring of teacher planning: curriculum mapping, schemes of work, daily learning plans, EHCPs and Personalised Learning Outcomes.
7. In conjunction with the Head of Education evaluate and update the Self-Assessment Report (SAR) on an annual basis.
8. Participate in peer review with other specialist colleges including NATSPEC.

(d) Communication

1. In conjunction with the Head of Education and Deputy and Assistant Head liaise, as appropriate, with parents/carers of students concerning their wellbeing and continuing development.
2. To maintain friendly, sympathetic, informative and professional relationships with all parents/carers.
3. To provide timely and constructive monitoring feedback to relevant parties including the Head of Education, teachers and the Governing Body.
4. To be responsible for the quality, accuracy and ASD specificity of written reports.
5. To be responsible for reporting to the Governing Body, (via the relevant committee) on all departmental matters.
6. To present an accurate and expert analysis of departmental performance (staff, student and curriculum) to the Head of Education and Governing Body.
7. To plan, prepare and lead on departmental meetings, cross-service initiatives and training as appropriate.
8. To co-ordinate the implementation of in-house extended assessment within the department and provide a written report to the Head of Education.

(a) Contract Delivery and EFA Compliance

1. Devise appropriate programmes of study and identify levels of support required for prospective applicants and continuing learners.

2. In conjunction with the designated administrator co-ordinate the Individualised Learner Record (ILR) data returns in accordance with the EFA published schedule.
3. Attend ILR operational meetings as required.
4. To be responsible for implementing systems and collating data on individualised support as required by the EFA financial audit.
5. To update EFA on statutory outcomes/procedures such as Ofsted inspections.

Common Responsibilities:

- (a) Carry out any other duties as requested by the Head of Education or CEO.
- (b) Attend staff meetings, parent evenings/workshops and planned after school events as required.
- (c) Participate in regular supervision/performance management review meetings with the Head of Education.
- (d) Maintain confidentiality for all areas of the service, its staff and its operations.
- (e) To attend appropriate courses, conferences and seminars as authorised by the Head of Education.
- (f) Provide training and input to outside agencies only as authorised by the Head of Education.
- (g) To ensure that your conduct within and outside the establishment does not conflict with professional expectations of Wargrave House School and College.
- (h) Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading.

Care Standards Act 2000, and The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

It is a requirement upon all staff to report (to the Designated Safeguarding Lead, Head of Education, CEO or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 2004, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm.

The company provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

Additional information

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary safe holds in a reasonable and proportionate manner.) Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Wargrave House, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Wargrave House operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced DBS check. Wargrave House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed and accepted:

Date: