



Federation of Cherry Oak School, Victoria School and Victoria College

Assistant Head Teacher (Head of College) Victoria College

Job Description

Main purpose of the job

To provide inspirational strategic leadership and consistent operational management to the Victoria College provision for young adult learners aged 19 to 25 years who have Profound Multiple Learning Difficulties (PMLD).

The post holder will:

- Be responsible for promoting and safeguarding the welfare of all children and young people for whom s/he is responsible or comes into contact
- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Head Teachers and the Federation's Policies and Procedures
- Be committed to the Federation's Mission Statement, its Vision, Ethos, Values and Development Plans
- Contribute to the effective operation of the Federation's Senior Leadership Team
- Report to the Federation's Governing Board as required, on matters relating to the College
- Under the overall direction of the Executive Head Teacher, play a major role in :
 - Implementing the aims and objectives of the College and reviewing, updating and implementing the policies through which they are to be achieved
 - Being responsible for the standards of teaching and learning, the curriculum and accreditation for all Victoria College students
 - Proactively managing staff and resources
- Be responsible for the operational management and leadership of the College
- In collaboration with the Executive Head Teacher and the Federation's Senior Leadership Team, develop and implement the strategic development of the College

- Carry out the professional duties of a teacher as required.
- Take responsibility for Adult Safeguarding issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of young adults within the College.

Duties and responsibilities

Shaping the future

- Support the Executive Head Teacher and Governors in maintaining and developing the College programme, with specific emphasis on the quality of teaching and learning
- Play a major role in the continuous improvement of the College
- Play a major role in the self-evaluation of the College
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
 - Lead by example to motivate and work with others
 - In partnership with the Executive Headteacher, lead by example when implementing and managing change initiatives
 - Promote a culture of inclusion within the College community where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the College community
- Work with the Executive Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for College staff.
- Lead the development and review of the curriculum including planning, recording, reporting, and tracking assessment for learning and the development of a creative and appropriate curriculum for all students
- Assist the senior leadership team in managing the College through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the College including lesson observations, learning walks, sharing good practice, continuing professional development, performance management and scrutiny of documentation, to ensure a consistently high quality of professional practice
- Ensure the systematic teaching of basic skills, functional skills and community skills and the recording of evidence and impact of learning is consistently high across the College

- Ensure robust evaluation of College's performance, students' progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the College and beyond
- Support the induction of staff new to the College and the continuing professional development of all staff
- Participate in the selection and appointment of teaching and support staff
- Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of student groups, progress data and target setting
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff is in place, consistent with the College Development Plan and performance management procedures including coaching and mentoring as appropriate.
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Contribute to regular reviews of the College's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Executive Headteacher, undertake activities relating to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate eg sickness absence, disciplinary and capability procedures
- Ensure that a consistent approach to standards of behaviour, attendance and punctuality are implemented across the College
- Be a proactive and effective member of the senior leadership team
- Be responsible for the day-to-day effective organisation and running of the College
- Undertake professional duties, reasonably delegated by the Executive Head Teacher.
- Build networks of relevant professional contacts throughout the Birmingham City council and other referring Local Authorities, including colleagues from Education, Social Care and Health.

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the College performance and compliance
- Contribute to the reporting of the College's performance to the community and College partners.
- Promote and protect the health, safety and welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of young people from the College

Strengthening community

- Assist the senior leadership team in developing policies and practice, which promote inclusion, equality and the extended services
- Develop and maintain contact with all specialist support services as appropriate
- Organise, conduct and attend meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools, Colleges and external agencies
- Participate proactively in the process of EHCP development and review
- Proactively support student transition both into College and on into post-College life