

Job Description

Deputy Head of Education

Responsible to: Head of Education

Responsible for: Higher Level Learning Support Assistants and Learning Support Workers

Job Purpose: To ensure the Organisation meets high standards of education according to the expectations and guidelines of the placing authorities and the inspection frameworks of Estyn and Ofsted for colleges of Further Education.

Key responsibilities:

Main

1. To be responsible for day to day issues relating to the progress of learners within Coleg Elidyr, including all issues to do with timetabling and attendance;
2. To contribute to any paperwork or processes relating to the personal welfare and support of learners within education, including risk assessments, Individual Learning Plans, and Behaviour Support Plans;
3. To communicate all issues relating to the day to day welfare of learners to the education team promptly and efficiently;
4. To coordinate and facilitate the contribution of specialist services on a daily basis, including the College Behaviour Support Practitioner, Speech and Language Therapist and Occupational Therapist;
5. To lead on the writing of Individual Learning Plans and to ensure that all learners have current and meaningful SMART targets that enable them to achieve their aspirations and destination goals;
6. To coordinate reviews of learners' progress and to ensure that outcomes are disseminated efficiently and promptly;
7. To liaise with parents, social workers and other external agencies and stakeholders on issues to do with learner progress;
8. To work together with the Admissions Coordinator to ensure that pre-entry assessments of prospective learners are carried out efficiently and safely;
9. To chair meetings of the education team on issues relating to learner progress and welfare;
10. To ensure that the quality of written reports for learners is of a consistent and high standard;
11. To promote the principles of learner involvement and learner voice and to implement mechanisms to enable learners can play a fuller role in the decision-making processes ;
12. To contribute to all training and coaching programmes that support the quality improvement process;
13. To ensure that the education programmes are delivered with due regard to the requirements and standards of inspectorates and funding bodies;
14. To assist in the writing and updating of policies and procedures, as required
15. To improve the quality of provision through undertaking continuous self-assessment of own area of responsibility;

16. To attend Parents' Weekends and, as required, present the work of the Organisation at these and other events;
17. To deputise in the absence of the Head of Education.

General

1. To work according to the policies and guidelines of the Organisation.
2. To be committed to Continuous Professional Development (CPD).
3. To improve your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
4. To respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Deputy Head of Education

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding:</p> <ul style="list-style-type: none"> Experience in a managerial role. Recognised management qualification. Knowledge of project management. Experience of working with Microsoft Office. A current, clean driving license. Awareness of Health & Safety. <ul style="list-style-type: none"> PGCE qualification Experience of working within Education sector Experience in collaboration partnership management in a residential care setting 	<ul style="list-style-type: none"> Desirable Desirable Desirable Essential Essential Essential <ul style="list-style-type: none"> Essential Essential Desirable 	<ul style="list-style-type: none"> Application Application Interview Interview Application Application & Interview <ul style="list-style-type: none"> Application Application Application
<p>Skills & Abilities:</p> <ul style="list-style-type: none"> Good budget management skills Ability to manage large workloads. Excellent interpersonal skills. Excellent communication skills. Excellent numeracy & literacy skills. Excellent planning skills. Excellent organisational skills. Good IT skills. <ul style="list-style-type: none"> Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team. Ability to delegate and empower Ability to collaborate with, motivate and influence others and direct them towards achieving aims and objectives. Business planning and development, change management, monitoring and improving performance. 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential Essential <ul style="list-style-type: none"> Essential Essential Essential Essential <ul style="list-style-type: none"> Desirable 	<ul style="list-style-type: none"> Interview Interview Interview Interview Interview Interview Interview Application & Interview <ul style="list-style-type: none"> Interview Interview Interview Interview <ul style="list-style-type: none"> Interview
<p>Personal Attributes:</p> <ul style="list-style-type: none"> Self-motivated. Innovative. Commitment to personal development. Flexible in approach. Reliable. <ul style="list-style-type: none"> Honest. Not afraid to make decisions and accept responsibility. 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential <ul style="list-style-type: none"> Essential Essential 	<ul style="list-style-type: none"> Interview Interview Interview Interview Reference & Interview <ul style="list-style-type: none"> Reference Interview