



Job Description Head of Education

Responsible to: Director of Provision

Responsible for: Education Lead
Tutor

Purpose of the role: the Head of Education provides strategic leadership, operational oversight and quality assurance for Elidyr Communities Trust's education programme. The role is responsible for delivering a clear strategic vision for education aligned with the charity's mission, values and strategic objectives, while ensuring high-quality, person-centered teaching and learning.

Key Responsibilities:

Strategic Leadership

- Deliver a clear strategic vision for education aligned with the charity's mission, values and strategic objectives.
- Lead the development, implementation and review of education strategy and quality improvement plans.
- Contribute to the development, implementation and delivery of the charity-wide strategic objectives, business plan, policies, procedures and guidelines.
- Strengthen the profile of the charity through proactive engagement with the marketing team to ensure the education programme is well publicised and promotes the charity as a leading national provider.

Education

- Ensure the education programme is delivered in full compliance with Estyn frameworks, Welsh Government legislation, the ALN Code, and local authority requirements.
- Ensure high standards of teaching, learning, assessment and learner progress across the education programme.
- Ensure curriculum design, vocational pathways and progression routes meet individual learner needs.
- Oversee target setting for Individual Learning Plans and ensure that all learners have SMART targets that enable them to achieve their aspirations and destination goals.
- Ensure that performance data, continuous self-evaluation and learner voice are always considered to drive continuous improvement.

Quality Assurance and Compliance

- Ensure high-quality self-assessment of the charity's provision against Estyn's Common Inspection Framework and the RARPA framework, and take responsibility for all aspects of quality improvement within education.
- Monitor the quality of teaching, learning, assessment, and learner progress across the

education programme.

- Lead preparation for inspections, audits, and external reviews, ensuring effective action planning and follow-up, and act as Nominee during inspections or monitoring visits.
- Ensure the Quality Improvement Plan and Quality improvement Cycle for the Education Team are maintained on a regular basis, and complete a comprehensive annual Self-evaluation Report.
- Ensure all processes and procedures relating to the progress or welfare of learners are fully up to date, including Risk Assessments and Individual Learning Plans.

Safeguarding and Learner Wellbeing

- Working closely with the Service Manager and as the Designated Safeguarding Lead for education, ensure that all learners' care and welfare needs are met within the learning areas, and that learning aims are supported and promoted within the residential provision.
- Working closely with the Director of Operations promote best practice in relation to all Health & Safety matters, ensure safe, supportive, and inclusive learning environments, and ensure that the charity's policies, procedures and guidelines are always adhered to by the education team.
- Promote equality, diversity, learner voice, and a person-centered approach in all aspects of provision.
- Work closely with the residential and therapy teams to support learners' wellbeing.

Resources and Financial Management

- Manage the education budget, resources and facilities effectively, ensuring value for money.

Team Development and Line Management

- Lead, manage and develop staff, promoting high performance, positive wellbeing and continuous professional learning.
- Support recruitment, induction, appraisal and continuous professional development for the Education team.
- Undertake effective line management responsibilities, including (but not limited to):
 - conducting regular supervision and appraisal meetings in accordance with the charity's policies and procedures;
 - maintaining a visible presence and interacting regularly with managers and staff;
 - providing regular support and resolving operational issues in a timely manner;
 - responding appropriately and effectively to any issues of misconduct or poor performance in line with the charity's policies and procedures.
- Promote inclusive practice, reflective learning and innovation across the Education team.

Stakeholder Engagement

- Promote the charity's Education work externally to grow its standing and reputation with local authorities, commissioners, donors, funders, and other service providers.
- Take the lead on liaising with parents, social workers, external agencies and other stakeholders on issues relating to learner progress.
- Working closely with the Transition Manager, ensure that pre-entry assessments of prospective learners are carried out effectively, safely and in line with the charity's procedures.
- Represent the charity at national and regional associations, professional networks and forums, and relevant external events related to education and training.

General

- Work according to the policies and guidelines of the charity.
- Be committed to own continuing professional development.
- Improve own understanding of the values that underpin the work of the charity by attending relevant induction and training.
- Respect confidentiality at all times.
- Through personal example demonstrate commitment to Equality, Diversity and Inclusion, ensuring equality of access and treatment for all.
- There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and you may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or be required to perform services which you cannot reasonably perform or that 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

Head of Education

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding: Educated to degree level or equivalent Management qualification or equivalent experience PGCE qualification Experience at senior management level Experience in the education sector Knowledge of specialist provision for learners with learning difficulties and disabilities Knowledge of Estyn's Common Inspection Framework for Independent Specialist Colleges	Essential Essential Essential Essential Essential Essential Essential	Application form Application form Application form Application form Application form Application form & interview Interview & interview
Skills & Abilities: Ability to innovate, initiate change and sustain development Ability to manage budgets effectively Clear and effective communication through well-developed written and verbal communication skills Effective interpersonal skills that contribute to successful team-work and high morale Effective leadership that contributes to raising standards of achievement and continuing quality improvement Sound judgment and reliable decision making in a variety of demanding and time-pressured situations A high standard of planning & organisational skills Ability to work accurately under pressure and prioritise effectively Effective people management, including utilising performance management systems	Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview Interview Interview
Personal Attributes: Flexible in approach, willing to develop new skills to meet the needs of the Charity Creative, reflective and innovative Flexibility of working hours and availability for some evening & weekend work Motivated Reliable Committed to personal development Honest Model behaviours that enhance the credibility, integrity and reputation of the charity	Essential Essential Essential Essential Essential Essential Essential	Interview Interview Application form Interview Interview Application form Interview Interview