

Job Description

Job Title:	Deputy Head of Education
Reports to:	Head of Education
Location:	His Majesty's Youth Offending Institute (HMYOI) Feltham
Grade:	C

Purpose

The Deputy Head of Education will support the Head of Education in leading and managing the Education team, to deliver good quality teaching provision, and achieve good learner outcomes. The Deputy Head of Education will help to manage and coordinate the contract, and deliver key objectives, using data to drive decision making and monitor and report upon progress.

Main Duties and Responsibilities

1. Provide positive and purposeful leadership of Education services within HMYOI Feltham.
2. Contribute to the strategic planning and development of the education service, including timetabling and the curriculum.
3. Understand and comply with Shaw Trust Safeguarding Policy and related procedures, acting as appropriate in relation to children and vulnerable groups, regarding matters of safety, protection, and wellbeing.
4. Lead on quality assurance and development activities for teaching and learning.
5. Share responsibility for the management of the Education department and staff therein.
6. Lead on the development and implementation of current, planned, and future initiatives which result in improved learner outcomes.
7. Lead on performance management activities with frontline staff.
8. Help to ensure that the Education service's organisational and process structures are fit for purpose and aligned with the institution's processes and security requirements.
9. Support the identification and exploitation of opportunities that will improve the educational performance of young people at HMYOI Feltham.
10. Represent education services as part of the institution's Senior Management Team, contributing to institution-wide strategic planning and review.
11. Help to ensure the learning environment for all young people is one of high standards of behaviour, respect, safety, and fairness.
12. Help to ensure that the education provided at HMYOI Feltham meet the requirements of quality agencies such as OFSTED and His Majesty's Inspectorate of Prisons (HMIP).
13. Help to ensure that demanding targets are set and achieved throughout the organisation, where quality and performance are monitored rigorously.
14. Help to ensure effective communication between education service staff and the wider institution.
15. Lead on the consultation, development, and implementation of the Ministry of Justice Secure Setting Education Reform Bill.
16. Help to ensure adherence to the company's equalities and diversity policy.
17. Lead on the delivery of timely and reliable contractually required information in accordance with HMPPs and MOJ requirements.

18. Analyse appropriate data sets to ensure the accuracy, timeliness and appropriateness of statistical and learner progress information meets the needs of Shaw Trust Feltham HMYOI.
19. Work collaboratively with internal and external stakeholders to share best practice and maintain effective working relationships.
20. Other duties commensurate with the level and nature of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title: Deputy Head of Education</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ol style="list-style-type: none"> 1. Qualified teacher (E) 2. National Professional Qualification for Senior Leadership (NPQSL) qualified or working towards (E) 3. Any courses undertaken from the Youth Justice National Learning and Skills Framework or similar. (Desirable but will accept agreement to enrol on a relevant course upon recruitment) (D)
<p>Experience</p> <ol style="list-style-type: none"> 1. Significant experience in an educational leadership role or member of a Senior Leadership Team (E) 2. Substantial and varied teaching experience / Leadership and management experience within Special Schools, Pupil Referral Units / APs, or schools with a significant proportion of learners with Social Emotional and Mental Health (SEMH) needs. (E) 3. Successful track record of developing, leading and managing a team effectively (E) 4. Experience of managing an appropriate, challenging, and balanced curriculum (E) 5. Experience of working with children and young people with a wide range of additional needs (E) 6. Successful experience of partnership and multi-agency working (E) 7. Evidence of the ability to adapt swiftly and respond effectively to challenges (E) 8. Evidence of the ability to implement and manage continuous quality assurance and improvement processes (E) 9. Experience of all assessment, monitoring and evaluation processes for teaching and learning (E) 10. Experience of working within a secure setting (D) 11. Evidence of understanding the Youth Justice System (D) 12. Experience of writing School Evaluation/Self-Assessment reports and related School Improvement Plan (SIP) (E) 13. Excellent people manager and communicator with strong negotiation and influencing skills (E) 14. ICT proficiency including all major Microsoft applications. (E) 15. Experience of working in an Ofsted regulated environment (E)
<p>Skills and Attributes</p> <ol style="list-style-type: none"> 1. Understanding of current safeguarding procedures (E) 2. Knowledge of the Common Assessment Framework (E) 3. Knowledge of Department of Education (DoE) Guidance on Improving behaviour and Attendance and Ofsted's framework for inspecting schools and Pupil Referral Units (E) 4. Knowledge of the SEND Code of Practice (E) 5. Knowledge of current practices, developments, and trends in the education of young people with learning and behavioural difficulties and the strategies for raising learner achievement (E) 6. Knowledge of effective systems and approaches to self-evaluation and review (E) 7. Knowledge of the systems for the management of staff performance incorporating staff appraisal and development. (E)

Personal qualities, communicating and relating to others

1. Excellent interpersonal, communication and presentation skills (E)
2. Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required (E)
3. Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates (E)
4. Flexible, adaptable, and innovative (E)

Safeguarding

1. Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
2. This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

1. Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)