

Job Description

Job Title: Deputy Head of Education

Reports to: Head of Education

Salary: £60,000 pa

Location: HMYOI Feltham

Purpose

To support the Head of Education in the leadership, management and coordination of the contract for the delivery of learning and skills at HMYOI Feltham, including the management of all Shaw Trust staff employed within the institution. To provide the Shaw Trust Feltham HMYOI with high quality reliable performance data.

Main Duties and Responsibilities

1. Provide positive and purposeful leadership of education services within HMYOI Feltham.
2. Take sole responsibility for the management of the Education department and staff therein when the Head of Education is not present.
3. Lead on the development and implementation of current, planned and future initiatives such as education reform, Enhanced Support Units and amendments to our TYC contractual requirements.
4. Assist the Head of Education in the strategic development of the provision
5. Lead on seeking additional funding from both within and outside the current contract and to ensure the appropriate usage of any monies acquired.
6. Help to ensure the education service's organisational and process structures are fit for purpose and aligned with the institution's processes and security requirements

7. Support the identification and exploitation of opportunities that will improve the educational performance of young people at HMYOI Feltham.
8. Represent education services as part of the institution's Senior Management Team, contributing to institution-wide strategic planning and review
9. Help to ensure the learning environment for all young people is one of high standards of behaviour, respect, safety and fairness.
10. Help to ensure that the education provided at HMYOI Feltham meet the requirements of quality agencies such as OFSTED and HMIP.
11. Help to ensure that demanding targets are set and achieved throughout the organisation, where quality and performance are monitored rigorously.
12. Help to ensure effective communication between education service staff and the wider institution.
13. Help to ensure the physical, employment and social environment for all staff is one of high standards of behaviour, respect, safety and fairness.
14. Lead on the consultation, development and implementation of the MoJ Secure Setting Education Reform Bill.
15. Help to ensure adherence to the company's equalities and diversity policy.
16. Other duties commensurate with the level and nature of the post.
17. Lead the Shaw Trust Feltham HMYOI Administration team, ensuring that staff are managed, trained, and motivated to meet the objectives and priorities of the service and that of Shaw Trust.
18. Oversee all data relating to learner progression and attainment, and ensuring the integrity and accuracy of this data
19. Lead on the delivery of timely and reliable contractually required information in accordance with HMPPs and MOJ requirements.
20. Significantly contribute to the strategic planning and development of the education service.
21. To work proactively with colleagues across the Shaw Trust Feltham HMYOI and HMPPs, in resolving issues as they arise and contribute to appropriate Shaw Trust Feltham HMYOI meetings.

22. Lead on the set-up and maintenance of timely and accurate attendance data to ensure that accurate and timely information is available to Finance for budget/target setting.
23. Analyse appropriate data sets to ensure the accuracy, timeliness and appropriateness of statistical and financial information meets the needs of Shaw Trust Feltham HMYOI.
24. Share best practice and improve understanding within operational teams across the YOI, to build better and more effective working relationships between the education service and the establishment
25. Work effectively with the YOI's Senior Management Team and contribute to the development of effective working relationships between Shaw Trust and the YOI.

This job description will be reviewed annually to ensure that it is an accurate description of the responsibilities and duties of the individual post holder, and that these responsibilities and duties consistently match the needs of the learners and the vision of Shaw Trust HMYOI Feltham.

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 meet the requirements of the Data Protection Act at all times.
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 align="center">Person Specification</p> <p align="center">Job Title:</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Qualified Teacher Status or equivalent (E) • National College for Teaching and Leadership; National Professional qualification for Senior Leadership; National Professional Qualification for Headship or similar (D) • 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)

Experience

- Significant recent experience in an educational leadership role or member of a Senior Leadership Team **(E)**
- Substantial and varied teaching experience within post 14 education; Academies, Schools, FE, PRUs **(E)**
- Successful track record of developing, leading and managing a team effectively **(E)**
- Experience of managing an appropriate, challenging and balanced curriculum **(E)**
- Experience of working with children and young people with a wide range of additional needs **(E)**
- Successful experience of partnership and multi-agency working **(E)**
- Evidence of the ability to respond effectively and swiftly to challenges and changes in education provision **(E)**
- Evidence of the ability to implement and manage continuous quality assurance and improvement processes **(E)**
- Experience of all assessment, monitoring and evaluation processes for teaching and learning **(E)**
- Evidence of effective budget management skills and ability to plan and manage finances for the provision **(E)**
- Experience of working within a secure setting **(D)**
- Evidence of understanding the Youth Justice System **(D)**

Skills and Attributes

Competencies

Knowledge/understanding of education context and associated requirements

The candidate should be able to demonstrate (through previous roles held/experience and in response to interview questions);

- Understanding of current safeguarding procedures **(E)**
- Knowledge of the Common Assessment Framework **(E)**
- Knowledge of DoE Guidance on Improving behaviour and Attendance and the Ofsted **(E)**
- Framework 2012 for Inspecting Schools and Pupil Referral Units. **(E)**
- 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)**
- Knowledge of effective systems and approaches to self-evaluation and review **(E)**
- Knowledge of the systems for the management of staff performance incorporating staff appraisal and development. **(E)**
- Able to meet deadlines **(E)**

Leadership Skills

The candidate should be able to provide detailed examples of previously;

- Leading a complex education service, highlighting specific challenges and how these were overcome with associated positive impact **(E)**
- Securing good or outstanding outcomes, particularly if the educational setting was previously failing **(E)**
- Implementing successful staff development strategies, internal management/reporting structures and evidence of associated positive impact. **(E)**

Personal qualities, communicating and relating to others

Ability to work effectively with stakeholders and partners to achieve outstanding results.

The candidate should be able to demonstrate;

- Previous examples of setting up and maintaining successful partnership working, or working in multiagency environments to achieve positive impacts upon pupils/results **(E)**
- An awareness of how custodial establishments are managed and how to participate in the wider strategic management of an institution. Practical experience would be desirable but not vital. **(E)**

Proven ability to effect positive change in an educational setting under challenging circumstances.

The candidate should be able to demonstrate;

- Examples of where they have previously led a transformation process, involving stakeholders or partners, to achieve good or outstanding outcomes. It would be desirable if this was in a custodial context but not vital **(E)**
- Examples of implementing positive behavioural management strategies or similar to help challenging pupils achieve **(E)**
- Examples of raising standards in failing schools/ challenging circumstances within Ofsted parameters and evidence of positive impact (Good or Outstanding judgement) **(E)**
- Evidence of affecting positive impact upon and improving the educational experience of highly challenging young people with multiple barriers. **(E)**

Any evidence of the above within a custodial context would be desirable.

Safeguarding

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

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**