



## Job Description

### Deputy Head of Campus (Teaching, Learning & Assessment)

Service:	Oakwood Specialist College, Yate campus
Reporting to:	Head of Campus
Period:	52 weeks
Location:	Yate campus

#### Aims of the post:

The postholder will work as part of the campus management team as a Deputy head of Campus with specific responsibility for the oversight and development of teaching, learning & assessment. As a key member of the College Middle Leadership team, they will also be responsible for supporting the Head of Campus with designated operational and strategic responsibilities such as the leadership of teachers, support staff and students.

They will work with the Assistant Principal for curriculum and learning to continuously review the quality of teaching, learning and assessment and deliver targeted and whole team support to drive improvement. The key focus of this role is to facilitate the development of best practice, enabling every Oakwood learner to achieve their potential.

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and therefore all staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

#### Key objectives:

- Work with Senior and Campus management teams to ensure that all learners undertake high quality and highly individualised learning programmes designed to meet their specific needs and aspirations as detailed in their EHCPs.
- Monitor and evaluate the teaching, learning and assessment provision for, and the progress of, all learners.
- Identify the training needs of staff and deliver & coordinate relevant training as required.
- Lead the implementation of Teaching and Learning strategy on their main campus including the delivery of training, undertaking lesson visits, completing work scrutiny, and providing coaching support.
- Ensure that the therapeutic approach to supporting positive behaviour dovetails with the deployment of teaching strategies so that the students' needs can be met in

better ways, putting them at the centre and using systems to make things work for them.

- Provide coaching and mentoring for staff to help them to reflect on their work and impact, identifying where additional support is needed, and where staff can share best practice.
- Firmly commit to their own continuous professional development, attending conferences, reading widely and actively staying up to date with developments in pedagogical theory and practice.
- Undertake line management duties for an identified number of staff as agreed with the Head of Campus.

## Health & Safety:

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Employees are required to co-operate with management to enable Phoenix Leading and Care to meet its own legal duties and to report any hazardous situations or defective equipment.

## The approach required:

- Unflinchingly high aspirations for all young people that study at Oakwood, and high expectations of behaviour for them within their own context.
- Unflinchingly high expectations of behaviour and professional conduct of colleagues and self.
- The humility to recognise where things may not be working, and the progress of learners are at risk, and to speak up and seek support to improve.
- A continuous commitment to seeking to understand each young person and their needs, including those that make them diverse, complex and sometimes challenging.
- The drive to overcome challenges and setbacks using clear and tangible steps and making positive personal changes to approaches.
- Being a “present” and active listener and contributor in conversations about learning.
- Leading formal and informal conversations about best practice with colleagues.
- Being alive and open to new ideas and ways of working.

- Demonstrate enthusiasm and engagement in trying something new, sharing ideas and collaborating.

## Personal Responsibilities:

- ✓ To maintain own continuing professional and personal development (supported by the organisation where appropriate) to ensure up-to-date knowledge.
- ✓ To be responsible for organising and prioritising own workload in the day-to-day allocation of work.
- ✓ To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and GDPR legislation.
- ✓ To set high expectations for all and act as a role model for the Phoenix Values and Code of Conduct.

## Person Specification

APP – Application

INT = Interview

AST = Assessment

Essential Criteria	Measurement		
	APP	INT	AST
Educated to degree level (or equivalent)	✓		
Full teaching qualification (PGCE or equivalent)	✓		
Full driving license and willingness to drive a College vehicle.	✓		
Literacy and numeracy qualifications at least Level 2	✓		
Significant experience of teaching in a specialist education setting for example school or college.	✓	✓	
Experience of further education curriculum delivery planning and administration and accreditation	✓	✓	
Significant experience in the review and support of teaching, learning and assessment and providing feedback to staff	✓	✓	
Experience of planning and delivering in house training within an FE College setting.	✓	✓	
Significant experience of working with young people with autism and/or learning disability who experience behaviour that challenges	✓	✓	
Understanding of and commitment to safeguarding children and young people, and equal opportunities and diversity at a management level	✓	✓	✓
Experience of providing professional development to teachers including coaching, mentoring and training	✓	✓	✓
Experience of successfully improving outcomes for students with SEND	✓	✓	✓
Positive attitude towards CPD and be able to attend and undertake training as required		✓	✓
Computer literate with a good working knowledge of Microsoft Office		✓	✓
Resilient and able to work on own initiative and work as part of a team		✓	✓
Excellent interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations		✓	✓
Excellent classroom practitioner, ensuring own classroom practice models best practice		✓	✓
Resilient and able to work on own initiative and work as part of a team		✓	✓
Ability to analyse and deconstruct teaching and learning and provide strategies that will impact on areas for improvement		✓	✓
In-depth and up-to-date knowledge of latest educational research, findings and best practice in FE and skills.		✓	

Desirable Criteria	Measurement		
	APP	INT	AST
Qualification in supporting people with autism and/or learning disability	✓	✓	✓

Organisation Values		Measurement		
		APP	INT	AST
Honesty	Mutual honesty is the cornerstone of any relationship we build with the people we work with.	✓	✓	✓
Empathy	We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy.	✓	✓	✓
Aspiration	We work to assist all individuals aspire to achieve their goals and outcomes.	✓	✓	✓
Respect	We treat others in the same way we wish to be treated and to build shared respect.	✓	✓	✓
Teamwork	We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other.	✓	✓	✓

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