Cherry Lane, Sale M33 4GY

Head Teacher – Jude Lomas

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**COLLEGE LEAD**

**Contract**:Permanent

**Salary scale**: L9-14 (depending on qualifications and experience)

**Reporting to**: Brentwood Headteacher

 We are looking for a College Lead who has:

* proven experience of the SEN FE sector
* experience of strategic and organisational leadership within FE
* success in leading a team
* the ability to inspire staff to continue to strive to provide the best opportunities for our students
* an understanding of the Ofsted Inspection Framework for FE and Skills

Brentwood Community College is an Independent Specialist College for young adults with a wide range of complex needs including severe learning difficulties, autism and associated communication, sensory, behavioural and health needs. The college was created in 2014 and has grown and developed over the past 10 years under the leadership of the college lead, who is retiring this year. The college achieved an Ofsted grading of Good in its last inspection in June 2022.

 Our vision is for students to gain skills, behaviours and the understanding that they need to make their own choices and decisions as young adults, to build meaningful relationships, find activities that make them happy and become part of their communities. Our values of **Creativity**, **Compassion**, **Enthusiasm**, **Respect** and **Resilience** underpin our curriculum.

We aim to equip each student with the essential life skills that they will need for the future as they work towards their Outcomes for Adulthood. We work with community partners to provide a range of relevant, practically based and highly motivating learning opportunities which enable students to explore their options and successfully transition into their adult lives.

We offer three study pathways within our life skills curriculum which are tailored to meet the individual needs of students. These are: Communication, Choice and Control, Skills for Independence and Skills for Independence and Work.

The college uses its expertise around communication to help students express their views which are incorporated into their personalised programmes. All students have individual timetables that reflect activities to support the achievement of their long- term goals and individual preferences. Some students have clear ideas about what they like to do, others need to explore options through first-hand experiences.

Students transition from college into a range of options including supported living, personalised day services, further learning or supported work. We work closely with students, families, our Connexions Adviser and Family Support Worker to ensure that after college students move on to the highest possible quality post Brentwood provision.

Brentwood College is co-located with Brentwood School and shares the state-of-the- art facilities including a hydrotherapy pool, music room, sports hall with Rebound Therapy and extensive outdoor facilities, including a polytunnel and outdoor classroom to support our horticulture curriculum. Currently all students attending college have transitioned from Brentwood School (dependent on meeting the college’s entry criteria).

**We expect staff and students alike to work to promote our qualities of**

Effective communication, Collaboration, Positivity, Good humour, Listening and Integrity.

**Job Role:**

The College Lead will provide professional leadership with responsibility for the day-to-day operations of the College. The College Lead reports to the Headteacher.

You will have the responsibility of upholding the college vision and values in all aspects of your work and promoting a positive image of Brentwood College.

Working alongside the admin team, you will ensure the College is compliant with the ESFA funding agreement, to ensure we are compliant with all statutory responsibilities.

You will have an excellent understanding of outstanding teaching and learning for students with special educational needs and disabilities, including the curriculum, schemes of work, assessments and accreditation. You must have a good working knowledge of the SEND Code of Practice and be able to work strategically with internal and external stakeholders and agencies.

**Safeguarding**

You will be expected to promote the high levels of safeguarding which underpin all that we do at Brentwood.

*Leaders place a high priority on keeping students safe. They have created a positive safeguarding culture across the college. The designated safeguarding lead maintains well-developed links with external agencies such as adult social care and the local area disability nurse. They keep up to date with localised safeguarding-related issues, which they communicate to staff.*

*Ofsted 2022*

**Main purpose of the job**

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* including the Brentwood’s own policy.
* Under the overall direction of the headteacher play a lead role:
* in formulating the aims, objectives of the college and establishing the policies through which they are to be achieved
* be responsible for the standards and curriculum of all students including monitoring of progress towards achievement
* proactively manage staff and resources
* Carry out the professional duties of a teacher as required
* Work alongside the Headteacher to safeguard and promote the welfare of students, following college polices and the staff code of conduct.

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**Duties and responsibilities**

**Shaping the future**

* In partnership with the headteacher and college governors, establish and implement an ambitious vision and ethos for the future of the college
* Play a leading role in college improvement and the college self-evaluation process
* In partnership with the headteacher, manage college resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* Promote a culture of inclusion within the college community where all views are valued and taken into account

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the college community
* Work with the headteacher to raise standards through staff performance management
* Lead the development and review of the college curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
* Work in partnership with the headteacher in managing the college through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the college, to ensure consistency and quality
* Through leading by example, ensure the active involvement of students and staff in their own learning
* Have an understanding of RARPA to monitor and quality assure non-accredited provision
* Promote the use of student voice to support student participation.

**Developing self and others**

* Participate, as required, in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the college
* Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
* Support the development and delivery (where appropriate) of training and support for staff in line with the college QIP and performance management
* Take responsibility for the annual performance management/appraisal process for identified support and teaching staff
* Support with the induction process for new staff

**Managing the organisation**

* Working with the headteacher, undertake key activities related to professional, personnel/HR issues for college staff
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the college
* Ensure the day-to-day effective organisation and running of the college including the deployment of staff as appropriate
* Undertake any professional duties, reasonably delegated by the headteacher

**Securing accountability**

* Support the headteacher in reporting the college’s performance to its community and partners
* Follow Brentwood’s policies to promote and protect the health and safety welfare of students and staff
* Take responsibility for promoting and safeguarding the welfare of students within the college

**Strengthening community**

* Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the college offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote positive working practices with external agencies to support students
* Promote the positive involvement of parents/carers in college life
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Promote positive links with community partners to develop learning and work opportunities for students
* Promote positive relationships and work with colleagues in other colleges

**Safeguarding**

* Ensure that keeping students safe underpins every aspect of college life
* Adhere to, and promote Brentwood’s safeguarding and prevent policies for college
* Undertake the role of Deputy Safeguarding Lead and work as part of the Safeguarding Team to share and uphold good practice in supporting students
* Support the DSL in dealing with safeguarding issues, providing advice & support to staff, liaising with the Local Authority and working with a range of other agencies
* Support the DSL to ensure that all staff are aware of their responsibility to challenge behaviour which breaches safeguarding procedures
* Respond appropriately to disclosures or concerns relating to the well-being of students
* Maintain training records for staff safeguarding training, ensuring all staff have accessed appropriate training following college policies.
* Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
* Act with integrity; maintaining confidentiality at all times

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of college organisation and may change either as your contract changes or as the organisation of the college is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

**Signature of Post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

**Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**