

- JOB TITLE:** Head of Welfare and Skills
- ACCOUNTABLE TO:** Associate Principal (Students & Welfare)
- JOB PURPOSE:** To provide efficient, responsive and flexible leadership of the College's welfare and skills function in order to ensure the provision of the best possible experiences, safety and outcomes for students, as well as fostering a culture of continuous improvement.

KEY RESPONSIBILITIES

- To work positively and collaboratively within the leadership and management structure of the College, contributing to strategic planning and operational management as required
- To support the Associate Principal (Students & Welfare) in Safeguarding and Prevent planning and act as Deputy DSL developing and implementing arrangements for promoting safeguarding of students
- To foster a proactive and responsive approach to the leadership of the College in order to ensure that student needs are met and risks to the College success are effectively considered and managed
- To support the Associate Principal (Students & Welfare) in the development of strategies and operational actions to promote inclusion, equality and social cohesion across the College
- To have overall responsibility of the warden team ensuring a positive learning environment is maintained
- To oversee and support the Associate Principal (Students & Welfare) with the strategic security arrangements making sure that current legislation and guidance is adhered to and ensuring that safety and security of the college community is paramount
- To lead on transition arrangements for prospective students with identified needs or risks
- To have overall responsibility for systems and processes to ensure appropriate support for students or groups with additional learning support needs, health issues or disabilities

- To have overall responsibility for the provision of support arrangements for students with welfare, mental health and medical needs, especially where health and wellbeing concerns arise
- To contribute to the arrangements for the delivery of the Foundation Learning and skills programmes, ensuring that the key elements combine coherently for students and respond to the personal needs of all students to support progression
- To have overall responsibility for the confidential advice service for students
- To be the Line Manager for specific members of the team, with overall responsibility for:
 - support and coaching and continuing professional development
 - performance management and reviews
- To assist with the selection, recruitment and induction of staff
- To attend and contribute to the work of the Curriculum and Student Leadership Group (CSLG) and the Support and Business Services Leadership Group (SBSLG)
- To undertake teaching duties within the pattern of directed time, existing at the time

WHOLE COLLEGE RESPONSIBILITIES

- To contribute to the making of College policies and practice and to ensure that policies and procedures are followed and implemented consistently
- To ensure effective communication and the free flow of ideas, as well as timely and accurate information to and from staff within their area
- To represent the College at external meetings or conferences as required
- To liaise externally with schools and other bodies and participate in admissions, guidance and marketing activities
- To contribute to whole College planning, self-assessment and quality improvement actions

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values

- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A degree of equivalent qualification	Essential	Certs/App Form
A PGCE or equivalent qualification	Essential	Certs/App Form
Relevant SEND qualification i.e., NASENCO/NPQSEND	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Extensive experience of working with 16-19 year olds	Essential	App Form
Substantial, successful teaching experience	Essential	App Form
Experience of implementing arrangements for promoting the safeguarding of students	Essential	App Form
Experience of overseeing support arrangements for students with a range of different needs	Essential	App Form
Experience of working with other external relevant professionals in the area of student support	Essential	App Form
Experience of leading a team of staff	Essential	App Form
Experience of implementing change to bring about improvement within a team or function along with critical reflection	Essential	App Form/Int
Interpersonal Skills & Qualities		
Capacity to motivate, support and inspire trust in colleagues and students	Essential	App Form/Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	Int/Test
Capacity to effectively analyse, use and present data to drive and monitor improvement work	Essential	Int/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int/Test
Ability to delegate appropriately and effectively	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Test
Good written and oral communication skills	Essential	App Form/Test
Empathy with post-16 students, their aspirations and the personal challenges facing them	Essential	Int
Commitment to achieving the highest standards in all aspects of students' education experience	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int