**Job Description**

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| **Job Role:** | **Deputy Head of Education (Moreton)**  |
| **Department:** | **Education**  |
| **Location:** | **Moreton** |
| **Reports to:** | **Head of Education** |
| **Main purpose of job role:** | To support the Head of Education in the leadership and management of the education provision at Employ My Ability (EMA). The Deputy Head of Education will work closely with the Head of Education to ensure compliance with regulatory bodies, maintain high standards of teaching and learning, and contribute to the strategic development of the provision. The role will focus on curriculum development, staff management, and safeguarding, ensuring an inclusive and high-quality education experience for all learners. |
| **Key tasks:** | **Leadership and Management**- Assist in the leadership and strategic development of the education provision, ensuring that high standards are maintained.- Line manage and support teaching staff, ensuring they have the resources, training, and guidance necessary to deliver outstanding education.- Support the Head of Education in developing and implementing strategies to improve student outcomes, engagement, and overall learning experience.- Act as a designated safeguarding lead, ensuring robust safeguarding procedures are in place and adhered to at all times.- Oversee staff induction, training, and ongoing professional development, ensuring all team members are well-equipped to support SEND learners.- Deputise for the Head of Education in their absence, ensuring continuity of leadership and decision-making.**Curriculum and Education Strategy, Development and Delivery**- Work closely with the Curriculum Manager to ensure high quality teaching & learning and that the curriculum is inclusive, flexible, and meets the diverse needs of students.- Support the design, implementation, and review of an engaging and aspirational curriculum that aligns with students' EHCPs.- Ensure teaching and learning strategies are innovative, evidence-based, and adapted to suit students with SEND.- Monitor the effectiveness of assessment processes and ensure student progress is tracked effectively.- Support the development of functional skills, life skills, and vocational learning opportunities to prepare students for their next steps.-Oversee internal quality assurance**Teaching and Learning**- Provide leadership in maintaining high-quality teaching and learning across the provision.- Conduct lesson observations, provide constructive feedback, and implement strategies to enhance teaching quality.- Encourage continuous professional development among staff and facilitate training opportunities.- Promote a culture of high expectations and inclusivity, ensuring all students receive the support they need to succeed.**Safeguarding and Wellbeing**- Act as a the designated safeguarding lead ensuring all safeguarding policies and procedures are adhered to in align with the most up to date KCSIE.- Work with staff, students, and external agencies to ensure the emotional, mental, and social wellbeing of all students is prioritised.- Provide guidance and support to staff in managing challenging behaviours and implementing effective support strategies.- Ensure parents, carers, and external professionals are engaged in supporting students’ education and welfare.Adhere to safer Recruitment and most up to date legislation**Collaboration and Partnership**- Develop strong working relationships with parents, carers, and guardians to ensure consistent communication regarding student progress.- Liaise with local authorities, healthcare providers, and other relevant organisations to ensure students receive holistic support.- Represent EMA at external meetings, events, and professional networks, contributing to the development of SEND education in the wider community.**Performance Monitoring, Reporting and Continuous Improvement** - Support the Head of Education in ensuring the provision is Ofsted-ready at all times.- Use student data to monitor progress, identify areas for improvement, and implement interventions as necessary.- Assist in reviewing and refining educational policies and procedures to ensure compliance with regulatory standards.- Contribute to reports for Trustees, the Education Advisory Board, and external stakeholders regarding educational outcomes and provision performance.**Compliance and Ofsted Readiness** * Ensure that the college complies with all aspects of the Ofsted framework for high needs provisions, demonstrating a commitment to continuous improvement and meeting all the standards required for high-quality SEND provision.
* Support the Senior Leadership Team in responding to any recommendations from Ofsted, ensuring that all aspects of provision are improved in response to inspection feedback.
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| **Safeguarding:** | Employ My Ability takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young people. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training. |
| **Equality & Diversity:** | Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. |
| **Health & Safety:** | Promote Employ My Ability’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department. |

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| **Employee Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |