



Job description: Assistant College Lead

Location: Fox wood School & new college from Autumn 2026 (travel across all three sites may be required at times).

**Line Manager(s): Head teacher
College Lead**

In addition to job description of a teacher:

Job Purpose:

- To develop management experience and lead operationally in the absence of the College Lead
- To support with formulating, implementing and monitoring an agreed vision and development plan for the college
- Ensuring the smooth running of the college and the creation of a happy, effective working environment.
- To ensure that each student in college makes progress
- Have due regard to the 'Every Child Matters' Agenda and to safeguard all students and protect them from harm

Support for college:

- Work with the Headteacher/ College Lead in creating, inspiring and embodying the Mission Statement, liaising with all members of the school & college community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential
- Take responsibility and have accountability for areas of the college development plan, ensuring best practise
- Contribute effectively to the development of a positive ethos in which all students have access to a broad, balanced and relevant curriculum
- Ensure the College vision is clearly articulated, shared, understood and acted upon effectively by all stakeholders
- Contribute fully to further developments of the college aims and annual development plan and SEF
- Comply with and enforce school/college policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection
- Actively support the college policies relating to equality and diversity, inclusion and well-being.
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Support development of resource allocation to ensure best value for money
- Support the use of ICT in learning activities and develop student and staff competence and independence in its use.
- Assist staff to develop opportunities for students to access learning activities through specialist support e.g. curriculum/ SEN specialism.
- Promote the college and celebrate its success at every opportunity

Support for parents:

- Develop and implement effective communication strategies to reach all parents
- Encourage the involvement of parents in the education of their son/daughter and respond promptly to queries and concerns.



- Deal with and manage parental complaints or issues effectively, confidentially and sensitively
- Report appropriately to parents on the needs and progress of their son/daughter
- Uphold the college's well-established links with the local community and cluster of schools, the LA and other external agencies in order to maximise support for students.

Performance Management and Professional Development:

- Engage actively with the annual performance management review process, in accordance with the school/college policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Complete performance management reviews with staff members, supporting their development
- Ensure colleagues receive information and feedback on professional development activities undertaken.
- Communicating, including informing the Headteacher (or appropriate person), any concerns about students and staff members.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher or College Lead
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signatures:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements.

Signed: (Teacher)

Date:

Signed: (Headteacher)

Date: