Our Family

Welcome to our family.

Orchard Hill College (the College) and Orchard Hill College Academy Trust (the Trust) together form Orchard Hill College and Academy Trust (OHC&AT), a family of specialist education providers for pupils and students from nursery to further education across London, Surrey and Sussex.

Pupils and students within the OHC&AT family have a wide range of learning abilities and additional needs including complex autism; speech, language and communication difficulties; social, emotional and mental health; and physical disabilities including multi-sensory impairment and complex health needs.
Our History

Orchard Hill College was established in 1983 and has grown from a small hospital provision into an Outstanding College that operates from seven college centres across London and provides post-16 education for students with mild, moderate, severe and profound learning needs. In 2013, the College established the Trust to share its expertise and provide services and support to specialist schools. The Trust is now home to 14 special schools across London, Surrey and Sussex.

Our Vision for the future

Since 2013 our vision has seen significant growth within OHCAT. By streamlining the interaction between the Trust and the College, we are able to improve the information, advice and guidance for our pupils and students ahead of transitions by working across a broader range of provision. We routinely support other providers, including colleges and schools, in an attempt to spread good practice and improve opportunities for pupils and we welcome the opportunity to further support educational developments in our local communities.

Our Ethos and Values

The uniqueness of OHC&AT is that it is fully representative of all designations of special education needs and disabilities. Across the whole organisation, there are a range of experts and practitioners who advocate for children and young people with special education needs and disabilities to ensure that they receive the best possible opportunities to achieve their full potential.

The College and the Trust enable us to build on and extend the scope of our work, so that pupils and students benefit from a broad range of expertise and access a wealth of opportunities arising from our strong community and stakeholder networks.

Facts about OHC&AT

<table>
<thead>
<tr>
<th>Income</th>
<th>£65m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of staff</td>
<td>1335</td>
</tr>
<tr>
<td>Number of pupils and students</td>
<td>1400+</td>
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Our People

Our ‘Family’ of SEND provisions is structured to ensure maximum support for the college centres and schools within OHC&AT. Each school within the Trust maintains its own identity but is able to draw on the expertise, leadership and support from our Executive Team.

Underpinning this, our Learning Support and Business Support shared services extend the benefits of strength and value from larger volume to organisations within and outside the Family.

Working alongside the teams are the Training School, providing staff development and qualifications - teacher qualifications, apprenticeships and learning support, CPD, research and development, and the Digital School, a student-run project developing innovative and inclusive technological solutions.

Applications

All vacancies are advertised on our website www.ohcat.org

If you would like to discuss this opportunity at Orchard Hill College & Academy Trust please call Beverley Davidson on 020 8397 7001 or email bdavidson@orchardhill.ac.uk

You can also keep up to date with recruitment developments on our website www.ohcat.org and Twitter @OHCandAT
Purpose of the post

The OHC&AT Group Chief Executive Officer is responsible to the OHC&AT Board of Directors for the development and implementation of strategies to maintain/develop outstanding education and business practice. The Chief Executive will lead the Group to achieve its vision and be a key participant in the diverse educational agenda at regional and national level.

Key to the success of the role is the ability to deliver highly ambitious dynamic leadership for the Group, in the pursuit of improving outcomes for students and to ensure the Group achieves its strategic objectives and targets.

Reporting relationships

The Chief Executive Officer will report to the OHC&AT Board of Directors (The Board).

Duties and Responsibilities

Strategy and Vision

To keep the Board fully informed with regards to national trends in education and to use this information to work with the Board to develop the long term educational character, mission, strategic aims and associated strategic plans of the Group.

To ensure that the Board is fully engaged in all strategic decisions which affect the mission, values and character of the Group.

To provide and deliver a strategic vision that delivers an outstanding and responsive academic strategy that meets the needs of current and future students, whilst operating within a progressively complex and diversified group structure.

To translate agreed strategy into operational objectives and to lead the Executive Teams across the Group to formulate and deliver the operational plans to achieve the objectives.

To create an ethos and culture which maximises the Group’s potential, while providing an inclusive and supportive environment to enable students and staff to achieve high standards.

Development and Growth

To undertake a key local, regional and national role in helping to influence the debate and future direction of education strategies that impact on local and regional skills, economic and social inclusion.

Maintain, negotiate, develop, encourage and grow effective and mutually supportive sustainable links with employers, the local community, the local authorities, academic institutions, professional bodies, appropriate Government departments and appropriate national organisations in order to foster and strengthen these relationships and networks.

Promote the reputation, profile and interests of the Group, creating and maintaining partnerships which will bring new opportunities for revenue streams/income for students, staff and community.

Ensure a flexible and responsive attitude within the Group towards changes in the Group’s external environment, ensuring it responds quickly to opportunities and maximises income generation.

To identify opportunities for diversifying and creating new income streams which are consistent with the ethos of the Group.
Education Provision

Demonstrate inspirational leadership and management to students and staff, whilst delivering outstanding performance across a broad spectrum of activity, including the promotion of excellence in teaching and learning.

Ensure the Group provides a relevant and inclusive curriculum, which is accessible to students of all abilities and which challenges disadvantage and exclusion; exhibits high quality teaching and learning and safeguarding and makes the most effective use of all its resources.

To ensure that the Group portfolio of courses is regularly reviewed and that timely action is taken to reflect changes to demand, the requirements of funders and regulators and/or the external environment.

To consult actively and engage with students in a positive way and to ensure that there are mechanisms in place for effective two-way communication with all students.

Governance and Management

Provide professional advice to the Board on matters such as the educational character, mission and vision, acting in accordance with the Articles of Association, relevant legislation, codes of practice and standards.

To ensure that the Board is kept fully informed of key aspects of performance, major developments and projects and in particular those matters itemised in the Articles of Association.

To ensure, in conjunction with the Chairs and the Clerk to the Board, that the meetings of the Board are properly arranged and that the business is of appropriate substance and effectively presented.

Lead the strategic Group planning processes within the framework set by the Board and in doing so, oversee the collation, dissemination, monitoring, review and evaluation of the strategic plan within the timescales required by the Board and external stakeholders.

To ensure that the Board has in place robust arrangements for the identification, management and control of risk and that the processes of risk management are fully embedded.

As the Accounting Officer, to ensure that the Group fulfils all statutory and regulatory obligations, ethical, financial and legal obligations and other requirements of Government and funding agencies.

Ensure all activities of the Group are conducted to the highest possible standards of integrity and openness, and are aligned with its strategic goals.

Ambassadorial Role

Play a full role in the work of the Board as appropriate; ensuring that the Group maintains good relationships with the key stakeholders in the region and nationally, including links with employers, other educational institutions professional bodies and funding/commissioning agencies.

To represent the Group and to nominate representatives to maintain and develop effective links with the Local Authorities, the local communities, external academic institutions (including other colleges, schools and universities), employers, young people, adults, professional bodies and appropriate government departments and agencies, locally, regionally and nationally.
Resource Management

To ensure that monies received are used for the purpose intended in accordance with the appropriate regulations; that timely and accurate budgets, estimates and reports of income, expenditure and other management and financial account information are prepared; and that there a proper and effective management controls in place to ensure the solvency of the Group.

To approve and oversee the effective and equitable procedures for the recruitment and appointment, grading, performance management of staff, and for the determination of reward and recognition of staff, other than those designated as senior post holders.

Obtain the highest efficiency of the human, physical and financial resources of the Group, ensuring that excellent financial, resource and strategic management of the diverse portfolio of educational and other activity is in place across the Group.

Nurture a culture across the Group where there are high levels of staff engagement to maximise levels of discretionary effort, through strong people strategies and personal skills and qualities, ensuring the mission, value and strategic plan are embedded across the College.

Carry out all activities in such a way as to positively promote equality of opportunity which encourages diversity and inclusion.

Develop and maintain health, safety and well-being and security strategies, which meet legislative requirements and which provide a welcoming and safe learning and working environment in all Group premises and campuses.

Constantly strive to ensure that the Group’s estate reflects the demands of industry and that the curriculum is delivered in a high quality environment.
The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

**Qualifications/Experience**

- Educated to Degree Level
- QTS or QTLS
- Leadership or Management Qualification.
- Significant experience of leadership in a special school or group of provisions including SEND provisions and/or Independent Specialist College which has been graded good or outstanding by Ofsted.
- Significant experience at senior level in effective strategic and operational planning and implementation including responsibility for quality and budget(s).
- A record of successful leadership in a complex organization, such as a Multi-Academy Trust.
- Experience of swiftly transforming weak/inadequate schools or other provisions.
- Experience of influencing skills with stakeholders such as ESFA, Local Authorities and employers

**Strategy and Vision**

- Ability to drive the ethos of the OHCAT ‘family’ to ensure this is strongly embedded and sustained through succession planning across the organisation.
- Ability to transform agreed strategy into operational objectives which impact positively on our work leading, supporting and motivating teams, including a proven ability of working with effective performance and management systems.
- Able to work effectively at a fast pace strategically and with robust attention to detail and risk management.
- Demonstrate strong business acumen in order to ensure the long term sustainability of the business, ethos and core objectives of OHC&AT.

**Development and Growth**

- Ability to demonstrate the skills and experience needed to lead Orchard Hill College and Orchard Hill College and Academy Trust. Maintain/develop outstanding education and business practice across all age provisions from primary to post 19, special needs.
- Demonstrates highly ambitious dynamic leadership with influencing skills, to be an influential player in the educational landscape and other key areas.
Education Provision

• A sound knowledge of the Education sector, including Schools and Further Education, SEND, Traineeships, Apprenticeships and Higher Education.
• Demonstrate the knowledge and skills to strategically lead practice with pupils and students with profound, severe, moderate and mild difficulties and complex needs such as ASD, mental health issues, medical needs, SEMH and challenging behaviour.
• Able to communicate a commitment to the view that all students, including those with special needs, can and do achieve and to promote equality and diversity.
• Able to work comfortably in environments in which students may exhibit significant levels of challenging behaviours.

Governance and Resource Management

• Ability to develop with the Board and other stakeholders the strategic vision for the OHC&AT Group.
• As the Group Accounting Officer, be able to take overall executive responsibility for OHC&AT’s activities including financial activities and take responsibility (which must not be delegated) for assuring the Board that there is compliance with the Academy Handbook, Charities Commission and funding agreements.
• Able to demonstrate an ability to manage complex funding and finance and make sound financial and commercial decisions.
• Expertise in ensuring compliance with legal, regulatory and accountability frameworks in accordance with charities and DfE regulation in particular.
• Able to demonstrate effective risk and reputation management at senior level.
• Expertise in workforce planning and tackling underperformance.
• Able to engage, lead and motivate a diverse workforce.

Ambassadorial Role

• Ability to lead and manage significant change with integrity at a senior level, using strong interpersonal, presentation and influencing skills.
• Able to work positively and influentially with a very diverse range of stakeholders, lead rapid response and oversee complaints and issues of compliance, dealing with them directly when required.

Safeguarding

• Able to demonstrate effective leadership of our responsibility and accountability to the safeguarding of children and vulnerable adults.

Other

• Able to work flexibly and travel to different sites across the College and the ‘family’.
• Other duties as required from Chairs of Board of Directors for OHC and OHCAT.