

City and Islington College Job Description and Person Specification

Post:	Deputy Director for Sixth Form College (A Levels)
Contract:	Permanent
Hours:	35 hours per week
Reporting to:	Assistant Principal
Salary:	£60,920 per annum

City and Islington College is one of the largest further education colleges in London and is part of Capital City College Group, alongside Westminster Kingsway College, the College of Haringey, Enfield and North East London, employer training provider Capital City College Training, and entrepreneurship social enterprise, Visionnaires.

Our diverse student body of around 14,000 learners come mainly from London, but many travel further afield across the South East and abroad in order to study on our acclaimed vocational and academic courses that are heralded by employers.

At City and Islington College, we focus on providing training and education that:

- Is rigorously focused on creating the best outcomes for students
- Enables and encourages all of our students to set their sights high and achieve their ambitions
- Goes beyond qualifications; giving students the skills and qualities they need for long-term success in a global economy
- Has a clear line of sight to employment
- Is highly relevant, innovative and future-focused
- Is shaped by the needs of our community and employers

We have four specialist centres across London and our Sixth Form College in Angel offers over in excess of 30 A Level subjects, one of the largest choices in the UK, plus discreet Home Education Provision. The College has specialist facilities such as a performing arts studio, fashion and textiles workshops, electronics and science classrooms and music recording studios. A virtual tour of the College is available [here](#)

Key Purpose

The Deputy Director for Sixth Form College is a Senior Management role within the Sixth Form College Leadership Team, contributing to the strategic, operational management, development, and performance of all aspects of Sixth Form College operations.

The role is also as a designated Deputy for the Assistant Principal and will be a key part of the wider college management team, representing the Sixth Form College in various internal and external forums.

Main Duties and Responsibilities

- Meet A Level performance targets as set by the Assistant Principal and detailed in the College's Strategic and Operational plan.
- Line manage Heads of Curriculum and manage performance to achieve consistently high outcomes in all courses
- Develop Teaching, Learning and Assessment improvement strategies with the aim to deliver outstanding A Level provision with high quality TLA and strong value added.
- Ensure the efficient and effective management of resources and oversee budgets where applicable
- Contribute to forward plans that bring together curriculum, staff and estate requirements
- Lead the implementation of the College's quality improvement strategies, including the A Level Rapid Improvement Plan, Self-Assessment Report and termly Curriculum Reviews
- Maintain a culture of continuous improvement through self-assessment and other quality initiatives.
- Ensure compliance in college records such as student progress reviews, student interventions, attendance etc
- Planning and developing events, including at other CCCG sites, such as student interviews, taster days, open days, exams, enrolment etc

Leadership and Management

- Work closely with the Assistant Principal in the operational management of the Sixth Form College and as a member of a team sharing general supervision. This will include some evening duties and preparation of the Duty Rota.
- Strategically lead all aspects of curriculum delivery to maximise learner performance, success and progression to employment or higher-level programmes
- Show a commitment to inclusion, diversity, equal opportunities and anti-discriminatory practices and support the designated champion in relation to safeguarding and child protection
- Provide leadership for pastoral and safeguarding care of all learners and ensure a safe learning environment
- Develop a consistent approach to timetabling which ensures the optimum efficient deployment of staff, efficient programme delivery and space utilisation

- Manage the admissions and enrolment process at the Sixth Form College
- Promote and embed new technologies and other innovative practices in learning
- Use data outcomes, value added and student progression to identify the need for quality actions and timely, effective interventions
- Take responsibility for continuous professional development, keeping up to date on research, developments and initiatives relating to post-16 education and considering how these may lead to improvements in teaching practice

Curriculum Delivery and Quality

- Create and implement a robust and innovative strategy for the development and planning of the A Level curriculum with accountability for an efficient and effective curriculum delivery plan
- Ensure the Sixth Form College curriculum meets the needs of learners and stakeholders in accordance with LEP, government, market trends and priorities
- Set a high standard of curriculum planning and development, and consistently improve performance with a key focus on improving value added scores for all subjects
- Annually review the intent, implementation, strategic objectives and impact of the current Curriculum offer in the Sixth Form College. Apply this information to business planning and related processes, and implement improvements to positively impact on user functionality and planning
- Lead the College's A Level and Home Education portfolio review process, reviewing KPIs, recruitment, learner engagement and quality of teaching, learning and assessment in the Sixth Form College
- Further develop the learning strategy and work with all staff to fully embed and deliver
- Support and monitor the flexible and adaptive delivery of learning to a common standard, and to the benefit all learners across all modes of delivery and attendance
- Lead and develop alternative approaches to delivery to meet the changing needs and characteristics of our learners and stakeholders
- Identify and create opportunities to share innovative learning and teaching practice across the College, and with the wider sector
- Lead on the implementation of the College's quality improvement strategies and maintain a culture of continuous improvement through self-assessment and other quality initiatives
- Ensure that quality frameworks are implemented efficiently and effectively across all curriculum areas

- Lead on the self-assessment process to ensure accuracy and the identification of appropriate and innovative actions that underpin and drive continuous improvement
- Ensure Self-Assessment and Quality Improvement processes are robust, effective and uniformly applied
- Develop Teaching, Learning and Assessment improvement strategies in pursuit of an outstanding student experience
- Work with other managers to ensure the effective integration of services into teaching and learning

Management of Staff

- Lead Sixth Form College middle management group
- Support effective and constructive communications ensuring innovative practice is shared with all staff including student and corporate services staff
- Ensure that the Performance Review system and staff development processes are fit for purpose and are delivering value added benefits to the Curriculum delivery process and students generally
- Ensure that there is an effective staff training and development programme which supports the progress and delivery of the curriculum provision
- Oversee assigned managers in maintaining appropriate records relating to exam entries, student achievements, including registers and other MIS requirements
- Ensure compliance with the College Student Disciplinary Procedures by all staff

External Liaison

- Take responsibility for school liaison including organising Open Events. Work with the Registry, Admissions and Marketing team and any other colleagues on preparing publicity materials
- Oversee and support marketing and partnership activities in order to achieve growth and development and to encourage the broadest delivery of learning choices for all students
- Maintain links with UCAS and other organisations to ensure appropriate progress for all students to higher education or careers beyond Sixth Form

Expectations of the Post Holder

- Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.

- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- Carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- Work flexibly and undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Honour's Degree or equivalent	X	
	Qualified Teacher Status (QTS)	X	
	Further qualification in Education or Leadership		X
Knowledge / Experience	Extensive quality, teaching and tutorial experience, especially with A level study programmes	X	
	Experience of managing A level curriculum teams including coaching, appraisals and performance management		
	Experience of developing teams to plan and deliver an excellent learning experience	X	
	Evidence of having led on change/curriculum innovation, especially in relation to vocational provision	X	
	Experience of effectively managing student behaviour	X	
	Excellent knowledge of A level curriculum and of current curriculum and pedagogic developments	X	
	Understanding of the funding of post-16 education and its implications – particularly regarding the A level curriculum, teaching learning and assessment methodologies, student support, and skills development	X	
	Understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high quality education	X	
	Knowledge of different strategies for raising student achievement and ensuring good progress/destinations	X	
	Well-developed understanding of: <ul style="list-style-type: none"> - the particular needs of the 16-18 age group - the needs of the 14-16 age group in Home Education Hub - the professional challenges by inner city students many of whom come from deprived backgrounds 	X	
Skills / Abilities	Ability to motivate and inspire staff and students	X	
	Ability to deliver consistently good or better teaching, learning and assessment	X	

	Evidence of a personal commitment to professional development and training	X	
	Ability to promote continuous improvement and to raise standards of achievement for students at all levels	X	
	Demonstrable leadership skills including influencing, negotiating, and building and maintaining effective working relationships internally and externally	X	
	Excellent oral and written communication skills	X	
	Ability to analyse and interpret complex data for improvement	X	
	Ability to assess risk, take initiative, and implement change		
	A commitment to the College's Equal Opportunities policy, and an understanding of the implications of the College's duty of care and support towards its students	X	

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.