

City and Islington College
Job Description and Person Specification

Post:	Curriculum Leader for English and Media.
Contract:	Full time – Permanent.
Hours:	35 hours per week.
Reporting to:	Deputy Director of Sixth Form College.
Responsible for:	All staff and courses within English and Media.

Key Purpose

To take responsibility for the leadership, development, quality and organisation of the English and Media Department, specifically the professional development of teaching and support staff; curriculum development; management of resources and departmental budgets; monitoring and reporting on student performance; promoting and monitoring equal opportunities for students and staff.

Main Duties and Responsibilities

In addition to the responsibilities of a teacher laid down in the Sixth Form Colleges Conditions of Service, the post-holder will be responsible for:

1. Leadership and management of the English and Media Department by:

- Actively upholding the College's aims, objectives, ethos and policies.
- Induction, guidance and advice.
- Oversight of the work of members of the department including assessment and evaluation.
- Convening regular curriculum area meetings.
- Communicating regularly with members of the department about departmental, Sixth Form College, College and group-wide issues that affect their work. Consulting with staff and students.
- Annual training needs analysis to ensure that members of the department keep abreast of recent developments in their subject areas.
- Setting and implementing a programme of staff development for all members of the department, in liaison with HR.
- Consultation with the teachers on distribution of classes and writing the timetable for the area in consultation with the Director & Deputy Directors of the Sixth Form College.
- Advising the Director of the Sixth Form College on recruitment and job descriptions for all staff in the curriculum area.

- Participating in the general policy and decision making of the Sixth Form College and the College as a whole – through membership of the SFC’s management team - and incorporating SFC/College/Group policies into the Department's work.
- Representing the SFC at relevant external meetings.
- Appraisal of staff including lesson observation and performance management for post-holders.
- Responsibility for quality in the area through the system of course review, self-assessment & quality improvement planning.
- Actively promoting improved achievement & retention in the curriculum area through systems of target setting.

2. Development of curriculum content and teaching methodology and contributing to a collaborative approach to learning through:

- General oversight of the development of all courses.
- Keeping abreast of national developments in the teaching of Science.
- Leading curriculum planning for English and Media at the Sixth Form College.
- Collaborating with staff in other areas of the Sixth Form College, other City and Islington College centres and other colleges within the CCCG group as appropriate.
- Sharing of good practice, encouraging imaginative teaching approaches, developing a selection of teaching resources, advising on classroom techniques and the development of technology to enhance learning.
- Developing Course Organisation Files for all courses and monitoring schemes of work in liaison with post-holders.
- Organising study support programmes for the area’s students.
- Organising visits, conferences, speakers etc. which enrich the teaching of the English and Media at the Sixth Form College.
- Developing links with relevant schools/colleges & organizing visits as appropriate.
- Developing links with universities, employers and other institutions where appropriate.
- Developing links with partner school departments including providing Master classes for 14-16 year olds as required.
- Developing links with professional bodies & other relevant external agencies.

3. Managing Resources:

- Managing departmental expenditure within group financial systems, preparing budgets and advising the Director of the Sixth Form College on projected expenditure and capital bids.
- Organising cover when necessary.
- Contributing to any accommodation plans for the curriculum area.
- Timetabling & rooming courses in the curriculum area in liaison with the Deputy Director.
- Working to ensure Health & Safety procedures are adhered to in the curriculum area.



4. Monitoring and reporting student performance by:

- Establishing policies pertaining to internal and external examinations, overseeing their implementation, and evaluating results.
- Organising the compilation of student reports including student self-assessment.
- Providing information for parents and colleagues about student progress.
- Acting as point of referral for students at risk within the area.
- Using value-added systems within the curriculum area to report on and improve student performance including the use of Pro-Monitor.
- Dealing with student complaints within the area.

5. Sixth Form College Management

- Being part of the Sixth Form College Management Team which meets weekly
- Contributing to policy making as appropriate.
- Sharing in site management and student discipline with other members of the SFC Management.

6. Other Duties:

- Devising publicity for the department & contributing to marketing materials & the website.
- Taking part in the recruitment of students and organization of Open & Admissions Days in conjunction with staff in charge of courses.
- Teaching on courses within the Department Participation in the SFC's pastoral system as a group tutor.

Expectations of the Post Holder

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Comply with and promote College/Group Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.
- All teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (For all teaching and lecturing posts).
- All teaching staff at the college are expected to contribute to the provision of additional learning support for students and to regard it as part of their teaching role



to assist students in the improvement of their basic skills in numeracy and literacy. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff might be required to attend externally accredited in-service training to develop their professional skills at helping students to improve their basic skills.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

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.



Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Degree in English, Media Studies or another relevant subject, PGCE and appropriate professional development	X	
	Extensive, successful A-Level teaching experience with the 16 – 19 age group in at least one of English Literature, English Literature and Language, Media Studies or Film Studies	X	
	Management experience of a subject area including responsibility for staff, students, resources, curriculum and quality	X	
Knowledge / Experience	A broad knowledge of the 14-19 curriculum and of current developments with particular reference to the English and Media curriculum	X	
	An understanding of teaching methodologies including digital initiatives appropriate to the curriculum	X	
	An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high quality post-16 education	X	
	An understanding of the needs of 16-19 year old inner-London students	X	
Skills / Abilities	The ability to lead by example as an excellent teacher	X	
	The ability to provide effective curriculum leadership and motivate and manage staff including responsibility for their appraisal and development	X	
	The ability to promote the College's equality of opportunity policy in all aspects of the work of this post	X	
	The ability to make the Curriculum interesting to students whatever their previous attainment in the subject	X	
	The ability to communicate and work effectively with staff from all parts of the Sixth Form College and wider college & also with outside bodies	X	
	Effective planning, administrative and organisational skills, including writing reports and presenting data, and the ability to work under pressure flexibly and to meet deadlines	X	

	A commitment to a collaborative approach to management and decision making	X	
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Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

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.

Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: HRHelpdesk@capitalccg.uk