

City and Islington College
Job Description and Person Specification

Post: Deputy Director - Sixth Form

Reporting to: The Assistant Principal of the Angel Campus

Responsible for:

- This is a Senior Management role within the Centre Leadership Team contributing to the strategic, operational management, development and performance of all aspects of Centre operations. This role is also as a designated Deputy for the Assistant Principal.
- All curriculum at the Centre and line management responsibility of Curriculum Managers.
- Developing Teaching, Learning and Assessment improvement strategies in pursuit of an outstanding student experience.
- Lead and be responsible for the performance management of direct reports in order to achieve consistently high outcomes
- To lead the implementation of the College's quality improvement strategies and maintain a culture of continuous improvement through self-assessment and other quality initiatives.

Grade: SCP 53

Salary: £60,920

Key Purpose

1. To meet performance targets as set by the Assistant Principal and detailed in the College's Strategic and Operational plan.
2. To create and implement a robust and innovative strategy for the development and planning of the curriculum with accountability for an efficient and effective curriculum delivery plan
3. To lead the College's portfolio review process, reviewing KPIs, recruitment, learner engagement and quality of learning and teaching
4. To annually review the intent, implementation and impact of the current Curriculum offer in preparation for production of the Curriculum Delivery Plan (CDP) and related processes, and implement improvements to positively impact on user functionality and planning
5. To assist in the production of forward plans that bring together the curriculum, staff and estate requirements
6. To monitor the strategic objectives for the curriculum

7. To realign the curriculum to meet the needs of learners and stakeholders in accordance with LEP, government, market trends and priorities
8. To identify and create opportunities to share innovative learning and teaching practice across the College, and with the wider sector community
9. To develop a consistent approach to timetabling which ensures the optimum efficient deployment of staff, efficient programme delivery and space utilization
10. To 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
11. To set a high quality standard of curriculum planning and development, and to consistently improve performance
12. To support marketing and partnership activities in order to impact on growth and development
13. To take responsibility for school liaison including the responsibility for organising Open Evenings. To work with the Admissions and Marketing team and any other colleagues on preparing publicity materials
14. To be responsible for managing the admissions & enrolment process at the Centre working closely with Curriculum Managers
15. To be responsible for the promotion and embedding of new technologies and other innovative practices in learning
16. Ensure that quality frameworks are implemented efficiently and effectively across all curriculum areas
17. Lead on the self-assessment process to ensure accuracy and the identification of appropriate and innovative actions that underpin and drive continuous improvement
18. Use data outcomes, added value and student progression to identify the need for quality actions and timely, effective interventions

Main Duties and Responsibilities

Resource Management:

- a. To ensure the efficient and effective management of resources

Curriculum Management & Development:

1. To oversee budgets for curriculum schools and enrichment, where applicable
2. To further develop the learning strategy and work with all staff to fully embed and deliver the various aspects.
3. To oversee marketing activities, encouraging the broadest delivery of learning choices for all of the students
4. To lead and develop alternative approaches to delivery to meet the changing needs and characteristics of our learners and stakeholders
5. 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

Quality Improvement

1. To ensure Self-Assessment and Quality Improvement processes are robust, effective and uniformly applied
 2. Develop Teaching, Learning and Assessment improvement strategies in pursuit of an outstanding student experience
- 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
 - Work with other managers to ensure the effective integration of services into teaching and learning

Employee Development

1. To ensure that there is an effective staff training and development programme which supports the progress and delivery of the curriculum provision
2. Oversee Curriculum Managers in maintaining appropriate records relating to exam entries, student achievements, including registers and other MIS requirements
3. Ensure compliance with the College Student Disciplinary Procedures by all staff
4. Support effective and constructive communications ensuring innovative practice is shared with all staff including services staff
5. Lead the Curriculum Management Group

Corporate Management

1. Strategically lead all aspects of curriculum delivery to maximise learner performance, success and progression to employment or higher level programmes
2. Show a commitment to inclusion, diversity, equal opportunities and anti-discriminatory practices and support the designated champion in relation to safeguarding and child protection
3. Work closely with the Assistant Principal in the operational management of the Campus and as a member of a team sharing general supervision, this to include some evening duties. This may involve preparation of the Duty Rota.
4. To be the Link manager for a number of key areas. These may change over time
5. To provide leadership for pastoral and safeguarding care of all learners and ensure a safe learning environment

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To 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.
- To carry out his/her 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.
- To work flexibly and to undertake such other duties that may reasonably be 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

PERSON SPECIFICATION

Qualifications and Experience

1. Degree or equivalent and qualified teacher status
2. Evidence of a personal commitment to professional development and training with evidence of having led on change/curriculum innovation
3. Extensive quality, teaching and tutorial experience especially within A level provision
4. Evidence of the ability to deliver consistently good or better teaching, learning and assessment and a proven track record or developing teams to plan and deliver an excellent learning experience
5. Successful management experience of curriculum teams and evidence of having led on change/curriculum innovation, especially in relation to vocational provision
6. The ability to work in and to lead teams to motivate, train staff, and carry out appraisals and to inspire students
7. Experience of effectively managing student behaviour

Knowledge and Understanding

1. An excellent knowledge of 14-19 and 19+ curricula and of current curriculum and pedagogic developments including apprenticeships, International, T- levels and commercial provision
2. An understanding of the funding of post-16 education and its implications – particularly regarding the curriculum, teaching learning and assessment methodologies, student support, and skills development
3. An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high-quality education
4. An understanding of different strategies for raising student achievement and ensuring good progress/destinations
5. A well-developed understanding of the particular needs of the 14-19 and adult age groups both in full-time education and employment and of the professional challenges by inner city students many of whom come from deprived backgrounds

6. 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

Skills and Abilities

1. The ability to promote continuous improvement and to raise standards of achievement for students at all levels
2. Leadership skills and the ability to motivate and inspire staff and students
3. The ability to influence direct reports and staff to bring about change
4. The ability to analyse and use effectively, complex data for improvement
5. Excellent oral and written communication skills and the ability to communicate and work effectively with all curriculum and services staff from all parts of the College at every level and to win their confidence
6. Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a generally high level of efficiency
7. Aptitude for hard work, the ability to take initiatives, a flexible approach and ability to implement change

ANY OTHER DUTIES:

The post holder will undertake any other reasonable duties as specified by the College Leadership Team

ADDITIONAL INFORMATION:

This job description may be subject to reasonable change in the future