

## JOB DESCRIPTION

<b>Job Title:</b>	Curriculum Leader – Supported Learning - The Woodlands Centre at Merrist Wood College
<b>Responsible to:</b>	Head of Learning and Standards
<b>Salary grade:</b>	Tutor Scale + 1
<b>Hours per week:</b>	Remission from teaching duties will be confirmed to the post holder to enable Curriculum Leader responsibilities to be carried out.
<b>Responsible for:</b>	Faculty curriculum staff including Tutors, Associate Tutors, Receptionist, Learning Support Coordinator and Learning Support and Care Assistants

### Main Purpose of the Role

1. To develop and deliver inspirational teaching to students with severe, complex and profound learning difficulties and disabilities.
2. To oversee the day to day running of The Woodlands Centre when the HoLS is not onsite.
3. To be a member of the Faculty Management Team reporting directly to the Head of Learning and Standards.
4. To ensure that all courses in the curriculum area achieve success rates that are significantly above the national benchmark.
5. To report to the Head of Learning and Standards and make a considerable contribution to operational priorities of the Faculty and to its aim to provide outstanding quality and responsiveness in teaching, learning, curriculum design and delivery.
6. To work with the HoLS to plan, organise and deliver a diverse and creative curriculum that meets the needs of learners and meets the College aims and objectives and policies and procedures.
7. To lead and coordinate the work of teams and individuals to meet challenging targets and to develop innovative new ways to meet changing needs and expectations of students and employers.
8. To have a good understanding of the use of ILT in education and training and be able to confidently and cost-effectively use resources and management of information to drive forward success and achievement.

### Principal Accountabilities

#### Quality Management and Improvement

1. Systematically improve the quality of learning activities, ensuring that they meet College quality standards and result in improving student success rates.

2. Ensure compliance with College requirements, policies, systems and procedures throughout the area.
3. In accordance with College policies and procedures, contribute to an annual Self-Assessment Report and Quality Improvement Plan for your Curriculum Area that leads to significant progress in improving success rates and student experience.
4. Liaise with Awarding Bodies and External Verifiers, and coordinate and monitor systems and procedures to meet their quality requirements for assessment and verification.
5. Use management information and data to drive forward success and achievement and prepare reports and information for the Head of Learning and Standards.

#### Staff Management

6. Line manage staff in the curriculum area under the direction of the Head of Learning & Standards.
7. Manage and develop staff within the curriculum area under the direction of the Head of Learning and Standards to ensure optimal performance.
8. Ensure that appropriate records are kept by staff and ensure that there is effective communication of key messages and information throughout your area of responsibility.
9. In liaison with the Head of Learning & Standards, be involved in the recruitment and selection of staff and their deployment to ensure the effective delivery of the Curriculum Area programme.
10. Actively promote and model good practice in equality and diversity, safeguarding and Health & Safety, carrying out impact and risk assessments as necessary.

#### Curriculum Planning and Operational Implementation

11. Undertake a teaching timetable, modelling innovative and effective approaches that lead to student success.
12. Work closely with the Head of Learning & Standards and Director of Faculty to plan and deliver an annual curriculum that meets the needs of students and employers and achieves funding targets.
13. Maintain an up-to-date knowledge of qualification frameworks, subject specifications, assessment procedures and national initiatives.
14. Implement learner voice processes and use learner feedback and involvement to make improvements.
15. Ensure that good practice in learning strategies is maintained throughout the area and is linked to student review, motivation and support strategies.
16. Increase the use of ILT in curriculum delivery and support and monitor developments.

#### Student Management and Guidance

17. Maintain strong links with external agencies, employers and others to maximise opportunities for students.

18. In partnership with parents and employers where appropriate, ensure that effective processes are in place for the recruitment and for the ongoing management of students' support, welfare, progress and behaviour.
19. Work positively and collaboratively with business support teams within the college to ensure that students have the best opportunity to flourish and succeed.
20. Ensure that the SEND Code of Practice is being implemented and adhered to.

### **General Accountabilities**

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

### **Training Identified for the Post**

1. Undertake professional updating for a minimum of three days work experience per year in a relevant placement to keep abreast of industrial developments and requirements.
2. Undertake 60 hours per year professional development activity (pro rata for part time staff, with a minimum of 6 hours). Equality and Diversity training.
3. Data protection training.
4. Induction training.
5. Safeguarding training including a three yearly update.
6. Health and Safety training.
7. Prevent training including a three yearly update.
8. Keeping updated with developments in the appropriate curriculum area.
9. Keeping updated with sector developments as they affect the specific curriculum area.
10. Appropriate teaching qualification at Level 4 or above, to be gained within two years of employment commencing.
11. Management and leadership training and development.
12. Specialist SEN training that is identified

## **Please note**

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen year of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the post holder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required.

This job description reflects the requirements of the post at June 2017 the Job Description and Personal Specification is written but may be amended from time to time following consultation with the post holder.

## **Safeguarding Requirements**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

## **Equality, Diversity and Inclusion and British Values**

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

### **Person Specification: Curriculum Leader - Supported Learning - The Woodlands Centre at Merrist Wood College in VPRS Faculty**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>A background of successful teaching to a high standard.</p> <p>Experience of implementing quality improvement processes leading to measurable improvements in student success.</p> <p>Experience as a teacher for students aged 16 to 18 with SEND.</p> <p>Experience of coordinating and using the RARPA system with students with SEND.</p> <p>Experience of the EHCP process and how they are used to plan, monitor and review progress.</p> <p>Experience of effectively co-ordinating and liaising with therapists to ensure that students are accessing the correct therapies.</p>	<p>Significant curriculum co-ordination experience.</p> <p>Experience of curriculum planning and the deployment of staff and other resources.</p> <p>Knowledge of funding streams and methodologies.</p> <p>Experience in the recruitment and selection of teaching staff.</p>

	<p>Experience of delivering personalised pathways and person centred planning.</p> <p>Experience of teaching and assessing students with severe learning difficulties and disabilities using Makaton/PECS as a form of communication.</p> <p>Experience of successfully planning, managing and monitoring management information.</p>	<p>Significant teaching experience in SEND.</p> <p>Experience of curriculum management.</p> <p>Experience of liaising with Awarding Bodies and ensuring high standards in assessment and verification.</p>
<b>Qualifications</b>	A professional qualification at Level 4 or above.	<p>A1 Assessor Award, V1 Verifier Award</p> <p>Level 5 qualification in SEND</p>
<b>Knowledge</b>	<p>Extensive understanding of how to implement a sensory life skills curriculum with land based elements.</p> <p>Understanding of the political and socio-economic environment in which the curriculum operates.</p> <p>An understanding of quality improvement and quality controls, funding mechanisms and the range of available curriculum products.</p>	<p>Thorough knowledge and understanding of educational concepts, current national thinking about teaching and learning initiatives and application relevant to the job role.</p>
<b>Skills</b>	<p>Excellent communication skills, both written and verbal.</p> <p>The ability to demonstrate the use of own initiative to successfully manage programmes for students with severe, complex and profound learning difficulties and disabilities.</p> <p>Good IT Skills (MS Office, Internet etc).</p> <p>Strong organisational skills and the ability to plan, monitor and evaluate within tight deadlines.</p> <p>Ability to deliver innovative and inspirational teaching.</p> <p>Ability to develop alternative methods of teaching delivery using eLearning techniques.</p> <p>Proven ability to prepare and present management reports using data on student progress and achievement.</p> <p>Ability to effectively plan, manage and monitor information systems and take proactive action to avoid crisis management.</p>	<p>High level of applied literacy and numeracy.</p> <p>Ability to successfully implement and deliver new curricula and initiatives.</p> <p>Strong people management skills with the ability to motivate a team through periods of change.</p>

	Commitment to champion best practice in respect of equality of opportunity.	
<b>Personal Qualities</b>	<p>Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</p> <p>Ability to lead and work as part of a team and support colleagues.</p> <p>Ability to cope with a demanding workload.</p> <p>Prepared to take and implement decisions and accept responsibility for own actions.</p> <p>Ability to work effectively as a member of the Management Team and establish credible positive relationships with the Executive Team, colleagues, employees and external contacts.</p> <p>Ability to generate confidence, respect and trust from the staff in the team, students, employers and parents.</p> <p>Ability to think and act to create and develop innovative solutions.</p> <p>Proven record of effective professional and personal learning.</p> <p>Commitment to and ability to contribute and add value to the College Vision, priorities and commitments.</p> <p>Commitment to student centred learning.</p> <p>Commitment to a high quality of teaching provision.</p>	
<b>Other</b>	<p>Ability and willingness to travel between sites and elsewhere on a regular basis.</p> <p>Ability to work flexibly as some evening duty may be required to meet the needs of the College and department such as open evenings and department celebrations.</p>	