JOB DESCRIPTION

**POST TITLE:** Director of English and Maths

**GRADE:** Competitive salary

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**DIRECTORATE:** Learning Skills & Innovation

**RESPONSIBLE TO:**  Deputy Principal Learning Skills & Innovation

**RESPONSIBLE FOR:** Directing the English and maths strategy for the organisation. Providing effective leadership to ensure achievement in English and maths attains the College’s vision to become and sustain outstanding.

**PURPOSE OF THE POST**

The post holder will:

1. Provide outstanding leadership and management across the college group in respect of learners' achievement in English and maths.
2. Ensure every student and apprentice experiences the highest quality teaching and learning experience in English and maths supporting them to achieve the very best outcomes and progressions.
3. Manage a staff team to become highly achieving practitioners and creating a cross college group centre of excellence for English and maths.
4. Strive to achieve consistently outstanding provision.

# **DUTIES AND RESPONSIBILITIES**

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|  | Lead staff across the college group in teaching and embedding outstanding English and maths learning across all aspects of students and apprentices’ experience. |
|  | Research, develop, implement, evaluate and reflect upon the design of the English and maths strategy which will enable learners to attain outstanding levels of progress in their learning. |
|  | In strong collaboration with the Excellence and Improvement team lead the monitoring and review of curriculum delivery to ensure every student and apprentice experiences the highest quality delivery. |
|  | Relentlessly pursue an outstanding teaching and learning experience for all students by ensuring effective planning for learning that is innovative, experimental and engaging and impacts positively on learning outcomes, higher grades and progression. |
|  | Model effective management of provision for colleagues across the college group ensuring processes that support the learner provide a seamless experience including: initial assessment, diagnostic assessment, enrolment, grouping, timetabling, attendance, for | |
|  | Differentiate: processes, review of quality and strategies to ensure the needs off all learners are met including: study programmes, adults, ESOL, work-based and Programmes for the Unemployed. | |
|  | Develop outstanding technologically enhanced learning opportunities for English and maths delivery across the college group. | |
|  | Lead quality assurance arrangements in respect of English and maths, being relentless in ensuring verification and moderation activities are embedded and a strength within all teachers activity. | |
|  | Lead self-assessment and quality improvement activity for the area being relentless in pursuit of development activities that enables the college to attain outstanding. | |
|  | Lead a staff team to become practitioners who excel in their subject and who support the college to become a centre of excellence. | |
|  | Lead the college group to be a cutting edge provider and innovative in its delivery of English and maths underpinned by current educational thinking and research. | |
|  | Continually develop and review strategies to ensure teaching and learning across all areas of the college group make every opportunity to embed English and maths skills linked to the student’s vocational area. | |
|  | Plan budgets for substantial areas of provision and undertake prudent management of costs against those budgets. | |
|  | Lead on the planning of funded income for English and maths, taking into account all budget streams. Manage efficient maximisation and utilisation of budgets including all students meeting ‘condition of funding’ for English and maths. | |
|  | Make a significant contribution to the development of English and maths through the implementation of marketing campaigns and communications which target: students, apprentices, parents, employers and key stakeholders. Ensure every opportunity is taken to celebrate success. | |
|  | Drive the strategies that ensure staff have high ambitions for learners attainment and all learners achieve well against stretching targets set by managers and teachers. | |
|  | Ensure a strategy is in place to ensure every learner has the opportunity to achieve in examinations including the development of: exam techniques, support strategies and exam practice. | |

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Director of English and Maths | **Department:** | Learning Skills & Innovation |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Minimum Level 3 maths and English qualification | **E** | **A** |
| Level 5 or equivalent qualification in a relevant discipline | **E** | **A** |
| Teaching qualification (PGCE, Cert Ed. or equivalent) | **E** | **A** |
| Assessor and Verifier Awards or willingness to work towards | **D** | **A** |
| **Experience:** |  |  |
| Experience of leading the quality of teaching and learning towards outstanding. | **E** | **A/I** |
| Providing effective management for a large and diverse cross-college service. | **E** | **A/I** |
| Experience of leading quality assurance activities which drive continual development of provision. | **E** | **A/I** |
| Leading innovation within teaching and within curriculum design providing highly engaging programmes. | **E** | **A/I** |
| Sound experience in budget planning and managing costs within budgets. | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Highly developed skills in leading innovative curriculum design across a wide breadth of provision types. | **E** | **A/I** |
| Outstanding organisational skills with the foresight to be planning into the future whilst meeting the day-to-day needs of a busy directorate. | **E** | **A/I** |
| Highly skilled in differentiating provision to meet individual needs; has a deep understanding of strategies to support students. | **E** | **A/I** |
| Deep understanding of outstanding quality with the ability to lead the directorate to attain and maintain this. | **E** | **A/I** |
| Very well informed regarding funding methodology and curriculum policy; has the ability to respond to changes quickly and place these within college strategy. Ability to lead the whole college group in funding responsibilities such as ‘condition of funding for English and maths’. | **E** | **A/I** |
| Well-developed skills in analysing and interpreting data. Ability to accurately spec and translate reports. | **E** | **A/I** |
| Able to plan efficient and logical systems regarding the operations of the directorate. | **E** | **A/I** |
| Highly skilled in motivation staff and teams to achieve outstanding results when provided stretching targets. | **E** | **A/I** |
| Skills in developing provision using technology enhanced learning that meets the needs of classroom based and work-based learners. | **E** | **A/I** |
| Outstanding written and verbal communication skills, including the ability to write reports addressing a wide range of audiences. | **E** | **A/I** |
| **Qualities:** |  |  |
| Confident with the competence to represent the organisation in a wide range of situations. | **E** | **I** |
| Outstanding track record in enabling staff to achieve highly through, management, mentoring, coaching and support. Staff are clear about the performance targets which will drive their success. | **E** | **I** |
| Able to apply higher order thinking techniques to upcoming problems to ensure these are quickly rectified. | **E** | **I** |
| Able to take a strategic view on subjects across the college group and drive an encompassing agenda that leads towards outstanding success. | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children and Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | GP/CT | **Date Produced:** | January 2018 |