




**Ambitious  
about Autism**

# **Recruitment Information Pack**

**Head of Curriculum**



Thank you for your interest in Ambitious College. The college opened in September 2014 and is co located in North London with the College of Haringey, Enfield and North London (CONEL) College in West London with West Thames College. I am enormously proud to be the College's first Principal. Our primary audience is young people with complex autism, aged 16 – 25 year olds.

It's difficult to imagine that as I write these words fewer than one in four young people with autism are accessing any form of education beyond school. Not because they lack the ability or desire to learn; but because they are being held back by a system that lacks the knowledge and expertise to support them. Simply put, this is not good enough. At Ambitious College we think everyone is entitled to lead a fulfilling, happy and rewarding life; and this includes young people with autism.

Our learners are at the heart of everything we do, their curriculum is highly personalised to help them achieve their goals. It is delivered by our very skilled and friendly staff. We offer lots of opportunities to learn in the community through a range of partnerships with local employers, services and our mainstream college partners.

As our name suggests, we are ambitious for our learners. We are a dedicated team of professionals who are passionate about our work in supporting young learners to live ordinary lives in their home community.

We know that with the right opportunity and support they can achieve great things. I am looking to recruit an experienced Head of Curriculum to have overall responsibility for the development and strategic direction of innovative and person centred Ambitious College Curriculum offers across multiple campuses. Our most recent Ofsted report can be found on the College website. In May 2017 we were graded a 'Good' college in all of the CIF areas.

I really do hope you consider this opportunity at Ambitious College and look forward hearing from you.

**Viv Berkeley**

**Principal**

## Job description

<b>Job Title</b>	Head of Curriculum	<b>Team</b>	Ambitious College -
<b>Job Band</b>	Band 7	<b>Reporting to</b>	Vice Principal – Teaching, Learning & Assessment
<b>Hours</b>	37.5 Hours  32 days annual leave per annum to be taken outside of term time + 8 bank holidays	<b>Line Manages</b>	Teachers Trainee Teachers Employment Specialist

**Approved By: Ambitious College Principal**

**Date: September 2017**

### Main purpose of the job


#### Role Purpose

Reporting to the Vice Principal (Teaching, Learning and Assessment) the post holder will have operational responsibility for the development, implementation, delivery and monitoring of an inclusive, innovative and engaging curriculum offer. To have overall responsibility for the development and strategic direction of innovative and person centred Ambitious College Curriculum offers across multiple campuses. This will include operational management and continuous quality assurance within a Transdisciplinary framework. The Head of Curriculum will line manage the teaching teams, employment specialist and job coaches across all college campuses. In addition they will support the Vice Principal Quality in contributing to the college's self-assessment report (SAR) and related quality improvement plan (QIP). As a member of the College Senior Leadership Team (SLT), the Head of Curriculum will be a key player in ensuring that the transdisciplinary approach at SLT level is proactive, transparent and articulates the journey towards achieving and sustaining outstanding status in all aspects of the work of the College.

#### Principle Accountabilities & Dimensions:

#### Leadership and Management

- As part of the Senior Leadership Team (SLT), support the Principal and Vice Principals in developing and implementing Ambitious College's strategic and business plan. This will require monthly attendance at, and contribution to, SLT meetings.

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- To forge and develop partnerships with external organisations to support the development of Ambitious College. This may include feeder schools, employers etc.
  - As part of the College SLT, support, and in some cases lead on, organisational policy creation and review.
  - As part of the College SLT, provide regular curriculum reports to be shared with the College governing body. This will require attendance and contribution at governing body meetings as and when required.
  - As part of the College SLT, attend and play an active role in admissions panel meetings.
  - As part of the College SLT, to forge links and work collaboratively with other organisational departments as and when required
  - Working in conjunction with the People Team, to be responsible for the recruitment, selection, induction and probation of new members of the curriculum team. This will include providing cross-college support in this area as and when required.
  - To effectively performance manage and continuously develop the team of teachers, employment specialists across the college campuses in line with the college's and Ambitious about Autism's policies and procedures. This will include the implementation of regular supervisions and team meetings as well as performance and development reviews. Contribution to the College CPD activities are a key part of the role.
  - To manage a range of curriculum staffing functions, including: day-to-day staffing requirements, the provision of staff cover arrangements, monitoring and reporting of staff sickness and annual leave in line with relevant college policies.
  - To manage devolved budgets for identified areas of responsibility.
  - To take responsibility for the health and safety of self and others using proactive and reactive strategies. This may include using positive handling techniques.
  - To keep up to date with sector and policy changes and consider how they will impact on Ambitious College
  - To support the Senior Leadership Team in developing and maintaining an evidence based, research informed ethos across the Transdisciplinary team that is consistent with the College model of Positive Behaviour Support.



## Curriculum and Teaching and Learning

- To be the ambassador for outstanding teaching, learning and assessment across the College through continuous modelling the skills and attributes as an Advanced Teacher Practitioner.
- To lead on the development and facilitation of the academic assessment of all potential learners of Ambitious College in order to assess ability to meet learning needs.
- To lead on the transformation and enhancement of teaching, learning and assessment practices across the College ensuring that all teaching staff work towards achieving and maintaining a good or better teaching profile.
- To lead on supporting teachers to take on curriculum lead roles ensuring that good practice is effectively disseminated across the College.
- To be the first point of contact for parents and work with them as co producers of effective curriculums and learning targets.
- In conjunction with other members of the Transdisciplinary team, to design innovative, aspirational and destination driven personalised curriculums and timetables, and to produce the related curriculum plan. These will strive to towards attaining an outstanding Ofsted grading and differentiate according to the geographical location of each campus. This will include adjusting these as and when required.
- To forge and create partnerships that will enhance the curriculum offer both educationally and vocationally.
- To coordinate and chair regular transdisciplinary team meetings in order to produce person centred Individual Learning Plans (ILPs), effectively support progress towards targets, and continuously monitor and evidence progress.
- To work closely with the Head of Operations and the Head of Learning Support to ensure that appropriate staffing is in place to meet the requirements of the curriculum, that support is at the appropriate learning level and towards learner targets, and that evidence of learning is being compiled. This may include joint training to enable the support team to understand their roles and responsibilities in the application of the individualised curriculums and ILP's.
- To ensure that termly ILP reviews are facilitated, evidence gathered and targets adjusted where required.
- To work in partnership with the Head of Learning Support to ensure the smooth and purposeful coordination of Annual and Periodic Learner Review processes

- To oversee the implementation and utilisation of the College's Learner database (Databridge). This will include ensuring that the curriculum team are using it effectively and consistently and leading on any required adjustment as and when required. Additionally, and in conjunction with the Business Support Team, to ensure that all data is in place for the submission of College ILR returns.
- Undertake limited small group teaching as negotiated with the Vice Principal (Teaching, Learning and Assessment) and to provide absence cover as required.

### **Quality and Improvement**

- To contribute to the Observation of Teaching and Learning (OTL) process and to produce thematic reports and related development plans to ensure the College continues to strive for a grade one provision for learners
- To manage and monitor progress against improvement priorities and monitor progress against improvement action plans, including the provision of curriculum
- To work closely with the Vice Principal Quality on the production of the College SAR and related QIP ensuring that the College meets the requirements of the new Common Inspection Framework. This will include ensuring that required evidence is being gathered continually as well as attendance and contribution to termly assessment and quality review meetings led by the VP
- To liaise with appropriate awarding bodies to ensure that the criteria for course approval are being met and implemented
- Organise and prepare for external verification visits, and manage assessment standardisation and verification processes, including internal verification
- Ensure that the voices of learners are reflected in all college operations and develop, implement and monitor actions for improvement.

### **Training**

- Be committed to continuous professional development
- Be responsible on occasions for designing, writing and delivering internal and external training as agreed with SLT.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by their Manager.

## Person specification

Role and Band Competencies	Essential	Desirable
<b>Education Levels &amp; Qualifications</b>		
Educated to degree level or equivalent, relevant professional qualification	x	
Qualified Teaching and Learning status	x	
Management qualification		x
Special needs qualification		x
<b>Specific Knowledge, Experience &amp; Technical Skills</b>		
Knowledge of current issues and future trends impacting on FE and learners with autism	x	
Knowledge of the new Common Inspection Framework and an understanding of how we as a College need to be prepared for this	x	
Experience of using and interpreting management information systems to effectively monitor and manage provision	x	
Experience of successful curriculum development and management of provision and new initiatives within complex autism and/or learning disability services	x	
Successful teaching experience	x	
Successful experience of embedding quality improvements and delivering improved success/outcomes for learners	x	
Experience of building and maintaining effective relationships with external partners, employers and stakeholders	x	
Understanding of employer needs and ability to prepare learners for independent living and work	x	
Experience of being in the Senior Leadership Team of an FE College and contributing towards its strategic development	x	
An understanding of the current 14-19 and HNS (High Needs Students) landscape	x	
Experience of managing a specialist learning disability facility	x	
A demonstrable understanding of the key components of high quality teaching and learning for learners with autism	x	
Experience of effectively managing learning needs of learners with learning disabilities, including complex needs and autism	x	
IT skills sufficient to meet the requirements of the post, including the implementation of interactive learning technology for teaching	x	
Ability to effectively implement change within a team	x	

Excellent interpersonal, communication and presentation skills	<b>x</b>	
Demonstrable influencing and negotiation skills	<b>x</b>	
Proven experience of and ability to delegate effectively and manage performance of others, including tackling underperformance		
An understanding of the key aspects of further education funding methodology		<b>x</b>
Able to demonstrate an understanding of Positive Behavioural Support and evidence based teaching and intervention strategies.		<b>x</b>
Experience of teaching in an autism-specific setting		<b>x</b>
<b>Personal Attributes</b>		
Innovative and creative	<b>x</b>	
A 'can do' attitude towards learners and aspirational in setting related destination driven outcomes	<b>x</b>	
Prepared to go the extra mile	<b>x</b>	
A self directed person who is able to work in a Transdisciplinary team	<b>x</b>	
An ability to work under pressure and to meet targets and deadlines	<b>x</b>	
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A commitment to continuous professional development of self and others	<b>x</b>	
A willingness to work at any college site and work such hours as are reasonably necessary for the proper performance of your duties and responsibilities	<b>x</b>	
A capacity to initiate developments and see them through to completion	<b>X</b>	
Excellent organisational skills and the ability to balance conflicting priorities	<b>x</b>	



## Benefits Overview

### Some of our benefits at Ambitious about Autism include:

- Generous Annual Leave (32 days holidays plus 8 days bank holidays and 3 days off between Christmas and New Year)
- Ability to buy and sell up to 2 days additional leave
- Continuing professional development including support for professional courses and qualifications + paid study leave
- Season ticket loans / bike loans
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Life Assurance
- Well-being including on-site physiotherapy, mindfulness training and offering good work life balance
- Pension Scheme
- Family friendly benefits including enhanced maternity and adoption leave and childcare voucher scheme

We are committed to personal development and giving valuable experience across the wider team. We offer a competitive benefits package and work hard to ensure good work-life balance.

Please do not hesitate to contact us to apply or have more details about the post. Applications are under constant review so please apply early in case this is filled before the closing date.