

JOB DESCRIPTION

TITLE: Group Curriculum Director – Supported Learning

GRADE: Management Spine

RESPONSIBLE TO: Principal

RESPONSIBLE FOR: Senior Curriculum Managers
Teaching staff
Support staff

PURPOSE OF JOB:

- To plan, lead and develop appropriate learning support for learners across college campuses.
- To formulate and execute a clear strategic approach to the area of cross college group Learning Support in partnership with internal and external stakeholders. This will include major employers, employer organisations, funding and other agencies.
- To develop appropriate support programmes for individuals and groups of learners that facilitate progression to further study or employment and that are compliant with funding rules and agency requirements.
- To develop and maintain a high standard of specialised support, teaching and learning across campuses through leadership of cross campus staff and the management of resources.
- To take appropriate action to ensure that achievement rates for SEND and High Need Students are at least at national averages and improving over time.
- To develop strategies, appropriate learning support and support programmes for cross college students and specifically SEND and ALS students.
- To develop and deliver training for staff delivering support ALS students for a range of needs, such as ASD, SALT, ADHD and SEMH.
- To support staff through training, delivery and strategies of behaviour management for students who require additional support in class and in 121 sessions, such as restorative justice and behaviour for learning.

- To be responsible for the achievement of income targets within the curriculum area – High Needs funding streams for up to 500 high needs students, negotiating with local authorities, ESFA allocation and ALS top up funding. To ensure that resources allocated to the area are managed appropriately, within agreed budgets and to maximise the outcomes of students.
- To deputise for the Principal as necessary.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 As part of the College's management team, to contribute to the overall strategic development of the College.
- 1.2 To contribute to the strategic development of the College's curriculum offer.
- 1.3 To engage with external stakeholders and funding bodies to ensure the sustainability and development of the curriculum area.
- 1.4 To support the development of strategies for teaching and learning and quality improvement, and manage the implementation of these with their cross campus curriculum staff.
- 1.5 To contribute to the development of the College's Self Assessment Report. To lead the Self Assessment and Quality Improvement arrangements for their curriculum areas across the college campuses.

2. Managing Operation:

- 2.1 To take responsibility for the leadership and management of the curriculum area creating an ethos which is both inclusive and high achieving.
- 2.2 To plan and implement an imaginative, appropriate and rigorous programme of courses and qualifications for students to meet the priorities and targets of the College and its funding agencies.
- 2.3 To ensure that the curriculum offer is appropriately informed by a full understanding of student need and local labour market requirements.
- 2.4 To represent the college externally on a range of committees, groups and partnership boards concerned with planning and delivering of further education curriculum.
- 2.5 To contribute to the day to day management of the College.
- 2.6 To teach 3 hours per week excluding cover, team teaching or ad hoc sessions. This should be a regular, timetabled commitment.
- 2.7 To assist the Principal in all aspects of management of the College's curriculum and operations so as to maximise effectiveness and efficiency across the full range of the College's operations.

2.8 To be responsible for quality assurance processes within their specific curriculum areas of responsibility.

3. Managing Finance:

3.1 To plan and justify the annual budgets for their curriculum areas.

3.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

3.3 To initiate and participate in schemes to generate funds from external sources and manage such schemes where appropriate.

3.4 To actively seek and obtain alternative sources of funding for their curriculum areas, including fund raising and project income.

4. Managing People:

4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.

4.2 To lead on the recruitment and selection of staff across campuses for their area and the designation of their responsibilities and duties.

4.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.

4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.

4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

5. Managing Information:

5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.

5.2 To lead on the monitoring, interpretation and active use of performance data for their cross campus curriculum areas, in relation to attendance, retention, and achievement.

5.3 To promote internal cross campus communication through:

- Ensuring that staff and students are well informed.
- Convening meetings that are participative and focussed and where outcomes are followed through.
- Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.

5.4 To be responsible for the accuracy, timeliness, interpretation and use of statistical data to inform curriculum planning and strategy.

5.5 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Principal.

6. In common with all other Staff:

6.1 To support the College's mission, vision, values and strategic objectives.

6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.

6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

6.4 To implement the College's safeguarding policies and practices.

6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

6.6 To ensure that data is handled in line with the General Data Protection Regulations.

6.7 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

6.8 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

7. Person Specification

7.1 Possession of a degree and appropriate professional teaching qualifications. **E**

7.2 Significant and successful experience of Additional Learning Support management and of improving quality of outcomes **E**

7.3 A sound knowledge and understanding of current government policy and key issues in relation to post-16 education and its relevance to the College. **E**

7.4 Experience and understanding of key issues and legislation affecting adults and 14-18 learners with Special Educational Needs including High Needs Students in the Further Education sector. **E**

7.5 Excellent oral and written communication, negotiation, influencing, problem-solving, numerical and presentation skills. **E**

7.6 Experience of successful budget management and budgetary control. **E**

7.7 Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines consistently. **E**

7.8 Significant experience of line managing staff. **E**

- 7.9 The ability to work successfully within a team and target-setting culture. **E**
- 7.10 The ability to visit all campus sites and post 18 partner schools on a regular basis to ensure a consistent approach to learning support **E**
- 7.11 Good levels of personal IT use and a willingness to enhance these skills. **E**
- 7.12 The ability to contribute to the long-term strategic development of the College. **E**
- 7.13 The ability and knowledge to work collaboratively with school partnerships **E**
- 7.14 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post. **E**

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.