

City and Islington College Job Description and Person Specification

Post:	Director of Centre for Health, Social and Child Care
Reporting to:	Vice Principal, Curriculum and Quality
Responsible for:	Deputy Directors and Curriculum Managers
Budget responsibility:	Annual turnover of £7 million
Grade:	Director

Key Purpose

The Director of the Centre for Health, Social & Child Care (CHSCC) provides professional leadership and curriculum vision, ensures effective centre management and programme delivery excellence, leading to an outstanding student experience and high attainment levels.

As a member of the College Senior Management Team, the Director of CHSCC will contribute to the whole College's Curriculum Planning and Policy, whilst leading and managing their own Centre. You will also take on a cross-college role by agreement with the Principal.

Main Duties and Responsibilities

Leadership and Management

- To provide Leadership for CHSCC – working within the College's overarching framework to convert the mission and strategic objectives into clear and aligned action
- To line manage, lead and develop the Centre's management team
- To ensure that the College's policies and procedures are accurately communicated and implemented throughout the Centre
- To take a lead role in the recruitment of all staff within the Centre
- To oversee the continuing development of staff members using the appraisal / annual review process and identifying and developing future talent
- To build and maintain effective working relationships with Trade Unions
- To take on an agreed role in relation to leadership of a key cross-college area of work (e.g. Student Services, English & math development, HE development, Employer Engagement)

Curriculum Delivery and Quality

- To build and maintain a culture of continuous improvement through the use of rigorous self-assessment processes.
- To ensure that whole-college curriculum and quality assurance policies and any specific awarding bodies' policies are applied to all curriculum areas, maintaining a state of 'inspection readiness' at all times
- To produce and monitor curriculum development plans for the Sixth Form College and ensure that improvement action plans are implemented and assessed
- To have overall responsibility for the planning, delivery and evaluation of the agreed programme of courses in the CHSCC
- To ensure that methods of teaching and learning and related pedagogic practices are reviewed in response to student need, new demands and development in learning technology
- To undertake a rigorous analysis of success rates, examination results, valued added and student destinations on an on-going basis, and ensure that improvement targets are agreed and monitored with course team leaders
- To be responsible for the production and maintenance of the annual programme and course file, in keeping with the College's annual planning cycle and requirements of the College management information systems and publicity and marketing services
- To ensure that the CHSCC meets its targets for student numbers, income and success rates
- To ensure that staff have an understanding of funding methodology and that opportunities for generating income are fully exploited in the design and delivery of courses
- To build strong communication channels with external awarding bodies and other external organisations in order to stay updated with national curriculum developments and ensure that Centre staff are kept fully up-to-date with those developments

Managing the Centre

- To manage the staffing and resource budgets allocated to CHSCC in compliance with the College's financial regulations, accounting and purchasing procedures
- To ensure that learning environments meet College Health and Safety standards and are maintained to a high standard, with good quality displays and exhibitions of student's work

- To ensure that arrangements are in place for the effective delivery of the curriculum through careful timetabling, room usage and maintenance of teaching and learning material and equipment used by the Centre
- To ensure that all returns and reports for CHSCC funding and capital bids include relevant and accurate data, are of high quality and submitted to College deadlines

Students

- To establish an ethos and culture at the Centre that sets a high expectation of student achievement and high standards of student behaviour both in and outside the classroom
- To participate in marketing and publicity activities and to ensure that course guidance and admission arrangements for the Centre are carried out
- To ensure that students receive high quality induction, tutorial support, careers education, guidance, counselling and pastoral support
- To ensure that the student voice is listened to and acted on and that through focus groups and course reviews, their views contribute to the Centre's self-assessment and quality improvement process
- To deal effectively with matters relating to student complaints and students discipline, in compliance with College procedures
- To be responsible for the effectiveness of student tracking, the integrity of individual student records and the maintenance of spot-checking of class registers

External Liaison

- To maintain good relationships with local organisations, employers, community groups, schools and other learning providers to maintain effective transition arrangements for school leavers and other students progressing to CHSCC
- To lead on partnerships with our local schools for the College and to act as the College representative on relevant Islington Borough school meetings/forums as required
- To develop links with universities, aimed at raising student aspirations and attainment and facilitating progression to HE for Centre students
- To strengthen links with community groups across all the curriculum areas at the Centre and represent the College on local partnerships relevant to CHSCC's specialist curriculum, including supported learning
- To take an active and visible role in building relationships that promote community/social cohesive

Wider Responsibilities

- To be a member of the City & Islington College Senior Management Team and deputise for Senior Management colleagues, as required

- To work cooperatively and supportively with the management teams of other colleges within the Capital City College Group (The College of Haringey, Enfield & NE London and Westminster Kingsway College), the Head of Capital City College Training and Heads of Group Corporate Services
- To work collaboratively with management teams of City & Islington's other centres in the implementation of College policy and standard College procedures and on the promotion of student access and progression, as well as sharing good practice
- To participate in the annual budget setting exercise

Expectations of the Post Holder

- Undertake assigned responsibilities effectively and efficiently within regulatory and legislative requirements
- Achieve individual and team targets within the College's annual planning and performance review processes and budgetary constraints
- Demonstrate flexibility and initiative when carrying out responsibilities
- Undertake such other duties as required by the Principal, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- Provide effective, open and consultative leadership
- Uphold high standards of quality control and continuous improvement in all aspects of the post, in keeping with the College's quality assurance systems
- Be committed to professional self-development and the development of others, through participating in and facilitating learning and development
- Ensure that equality, diversity and inclusion are promoted and advanced within their work and that of the Centre.
- Committed to protecting and promoting the safety and welfare of children and vulnerable adults and to takes the steps necessary to ensure that the Centre is a safe learning and working environment.
- Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training, as and when necessary

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.

Dear Applicant

Many thanks for your interest in the role of Director at our Centre for Health, Social and Child Care. CHSCC is part of City & Islington College - London's leading College – and is based in its own campus on the Holloway Road in Islington. We provide a specialist learning environment for a diverse range of students of all ages and backgrounds who want to study Hair & Beauty, Childcare, Health & Social Care, Public Services and Counselling. We also provide a range of courses for supported learning students.

We have a wide range of courses at various levels right up to HE, but predominantly aimed at 16-18 year old students. We have excellent facilities and a dedicated team of teachers, tutors and student support services which provide careers advice and personal support.

We are very proud of our students' achievements with a large number progressing into higher education, and we work with a number of local organisations to increase the breadth of our courses and develop employability skills for the future, including through the provision of supported internships for students with special needs.

City & Islington College is part of an innovative grouping of post 16 education and training institutions in London - the Capital City College Group. This has been created to take advantage of much greater scale and size of provision, with the aim of delivering exceptional education and training for our students, business clients and other stakeholders

For further information about City and Islington College please go to <http://www.candi.ac.uk/>

If you would like to discuss the role in more details please email HRhelpdesk@capitalccg.ac.uk and we will arrange for a convenient time to talk to you

Person Specification

	Essential criteria
Qualifications / Professional Development	Degree (or equivalent) and qualified teacher status, including evidence of recent continuing professional development
	Substantial experience of delivery of teaching and learning to further education students
	Demonstrable successful senior management experience of delivering significant provision in a Further Education College, Sixth Form College or 11-19 school
	A record of leading teams to deliver curriculum success, including raising academic standards
	A record of achievement in performance management and managing through managers
	Experience of managing substantial budgets, resources and Cross-College services
Knowledge / Understanding	An understanding of the strategies and processes required for ensuring educational quality and excellence and raising student achievement
	An understanding of the considerations of working with inner city students and staff with a range of protected characteristic.
	An understanding of the safeguarding responsibilities to ensure the welfare and safety of all students and staff
	An excellent understanding of 14-19 year curricula and associated pedagogic, national and local policy developments

	An understanding of issues and processes affecting pastoral welfare of 16-19-year-old students
Skills / Abilities	The ability to respond effectively to change and manage others through the process
	The ability to think strategically and systematically, combining a strategic approach with a keen eye for important detail
	The capacity to assimilate, prioritise, analyse and interpret large volumes of data
	Excellent skills in oral and written communication and the ability to relate effectively with a wide range of personnel in an academic setting, including students and their parents
	An active networker with the ability to develop positive relationships and productive partnerships with trades unions, local and National Government, educational partners and the Community

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.