



CITY AND ISLINGTON  
COLLEGE

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### **JOB DESCRIPTION**

<b>A. TITLE OF POST:</b>	Director of Centre for Applied Sciences
<b>RESPONSIBLE TO:</b>	College Principal
<b>RESPONSIBLE FOR:</b>	Deputy Directors and Curriculum Managers
<b>BUDGET RESPONSIBILITY:</b>	Turnover £6 million, Headcount 65
<b>GRADE:</b>	Director
<b>SALARY:</b>	From £70,000 up to £75,000
<b>CLOSING DATE:</b>	18 <sup>th</sup> October 2017

### **B. PURPOSE OF THE JOB:**

As a member of the College Senior Management Team, the Director of the Centre for Applied Sciences will contribute to College curriculum planning and policy whilst leading and managing their own Centre within the overarching College and Group framework. The Director of the Centre for Applied Sciences will be required to provide professional 'Centre focused' leadership, a commitment to curricular vision and vocational curriculum levels 1-6, Centre management and programme delivery excellence, ensuring an outstanding student experience and high attainment levels.

The role also involves the continuing development of the Centre's existing portfolio of programmes and the implementation of new offerings that provide a high degree of responsiveness to the needs of local communities and employers and that are funded in a sustainable way. The Director may also take a lead role for the SMT with regards to developing and overseeing HE provision.

### **C. MAIN DUTIES AND RESPONSIBILITIES**

## **1. Leadership & Management**

- 1.1 To provide 'Centre focused leadership' – working within the College's and Group's overarching framework to convert the mission, and strategic objectives into clear and aligned action.
- 1.2 To line manage, lead and develop the Centre's Management Team.
- 1.3 To ensure that the College's policies and procedures are accurately communicated and implemented.
- 1.4 To take a lead role in the recruitment of senior Centre staff appointments.
- 1.5 To oversee the continuing development of staff members using the appraisal/annual review process and identifying and developing future talent.
- 1.6 To build and maintain effective working relationships with Trade Unions.

## **2. Curriculum Delivery and Quality**

- 2.1 To ensure that the Centre meets its targets for Student numbers, income and achievement rates.
- 2.2 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 in the Centre.
- 2.3 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 Group's business processes, management information systems and publicity and marketing services.
- 2.4 To have overall responsibility for the planning, delivery and evaluation of the agreed programme of courses in the Centre.
- 2.5 To build strong communication channels with external awarding bodies and other external organisations in order to stay updated with national curriculum developments and ensure Centre staff are kept fully up to date with those developments.
- 2.6 To ensure that methods of teaching and learning and related pedagogic practices are reviewed in response to student need, new demands and developments in learning technology.
- 2.7 To build and maintain a culture of continuous improvement through the use of rigorous self-assessment processes within the Centre.
- 2.8 To produce and monitor curriculum development plans for the Centre and ensure improvement action plans are implemented and assessed.
- 2.9 To foster a spirit of innovation within the Centre, taking advantage of Group resources available for Development and Innovation
- 2.10 To ensure that Group's Performance and Quality Framework is adhered to, any specific awarding bodies' policies are applied to all curriculum areas, maintaining a state of 'inspection readiness' at all times.

2.11 To undertake a rigorous analysis of achievement rates, examination results, student progress and destinations, and to ensure that improvement targets are agreed and monitored with course team leaders.

### **3. Managing the Centre**

3.1 To manage the staffing and resource budgets allocated to the Centre in compliance with the Group's financial regulations, accounting and purchasing procedures.

3.2 To manage the buildings and resources allocated to the Centre and to submit bids for capital projects and equipment, in accordance with Group procedures.

3.3 To ensure that learning environments meet Group's Health and Safety standards and are maintained to a high standard, with good quality displays and exhibitions of students' work.

3.4 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.

3.5 To ensure that all returns and reports for Centre funding and capital bids include relevant and accurate data, are of high quality and submitted to College and Group deadlines.

### **4. Students**

4.1 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.

4.2 To participate in marketing and publicity activities and to ensure that Course guidance and admission arrangements for the Centre are carried out.

4.3 To ensure that students receive high quality induction, tutorial support, careers education, guidance, counselling and support.

4.4 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.

4.5 To deal effectively with matters relating to student complaints and student discipline, in compliance with Group procedures.

4.6 To be responsible for the effectiveness of student tracking and the integrity of individual student records, and the maintenance and spot-checking of class registers.

### **5. External Liaison**

5.1 To maintain good relationships with local organisations, employers, community groups, schools and other learning providers to maintain effective transition arrangements for school leavers and adults progressing to the Centre.

5.2 To develop links with universities, aimed at facilitating progression to HE for the Centre students, and to develop appropriate partnership delivery through which to grow the Colleges higher level and technical skills offer

5.3 To strengthen links with community groups and with employees (as appropriate) across all the curriculum areas at the Centre and represent the College on local partnership bodies.

5.4 To develop Centre's reputation within the sector and nationally for STEM provision, under the guidance of the Group

5.5 Take an active and visible role in building relationships that promote community/social cohesion.

## **6. Future Growth**

6.1 To champion new income generation initiatives and developments across the Centre and College.

6.2 To drive a 'business approach' across the Centre that identifies and exploits opportunities to earn income from a variety of sources, including provision on a commercial basis.

6.3 To build a culture of innovation and customer led responsiveness aligned to the development and delivery of 'full cost'/commercial programmes, and innovation projects.

## **7. SMT Responsibilities**

7.1 To be a member of the College Senior Management Team and deputise for senior management colleagues as required.

7.2 To work cooperatively and supportively with the management teams of the College's other Centres, and Group's in the implementation of Group's policy and standard Group procedures and on the promotion of student access and progression, and the sharing of good practice.

7.3 To participate in the annual budget-setting exercise.

7.4 To ensure the production of accurate and timely reports to the Principal, other Group managers, Governors and agencies responsible for funding and monitoring the work of the College.

## **D. EXPECTATIONS OF THE POST HOLDER**

The Director of the Centre for Applied Sciences will be expected to:

1.1 Undertake assigned responsibilities effectively and efficiently and within regulatory and legislative requirements.

1.2 Achieve individual and team targets agreed within the Group's annual planning and performance review processes.

1.3 Demonstrate flexibility and initiative when carrying out responsibilities

1.4 Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other location in the College.

1.5 Provide effective, open and inclusive leadership.

1.6 Uphold high standards of quality control and continuous improvement in all aspects of the post, in keeping with the Group's quality assurance systems

1.7 Be committed to professional self-development and the development of others, through participating in and facilitating in Learning and Development.

1.8 Ensure that equality of opportunity is promoted in all aspects of their work.

1.9 Comply with and promote Group's Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

## ***E. PERSON SPECIFICATION***

### **1. Qualifications and Experience**

1.1 At least three years' successful senior management experience in FE and HE with practical experience of curriculum management and innovation, strategy development and leading change.

1.2 Degree (or equivalent) and qualified teacher status in a STEM subject area essential, including evidence of recent continuing professional development.

1.3 Substantial experience of delivering teaching and learning.

1.4 A record of leading teams to deliver curriculum success, including the raising of academic standards.

1.5 A record of achievement in performance management and managing through Managers .

1.6 Experience of working with funding bodies and evidence of successful practical application of funding methodologies.

1.7 Experience of working with and negotiating with unions.

1.8 Experience of managing substantial budgets, resources and cross-College services.

1.9 Experience in assimilating, analysing and interpreting high volumes of data.

1.10 A record of success working in cross-College/ cross-functional teams.

1.11 Recent relevant experience of managing a vocational curriculum area.

1.12 Experience of successful bid tender preparations.

1.13 Experience of developing HE provision.

1.14 Experience of delivering innovative programs with other providers/partners.

### **2. Knowledge and Understanding**

2.2 An aptitude for and interest in Applied Sciences.

2.3 An understanding of the strategies and processes required for ensuring educational quality excellence and raising student achievement.

2.4 A detailed understanding of relevant funding methodologies, including student support and entitlement.

2.5 An understanding of the challenges of working with inner-city students and communities from ethnic minority groups.

2.6 An excellent understanding of vocational curricula and associated pedagogic, national and local policy developments.

2.7 An understanding of developments in learning technologies and their application in an FE setting.

### **3. Skills and Abilities**

3.1 The ability to provide inspiring leadership and effective staff development.

3.2 A role model to staff and students with the ability to communicate engage and effectively influence students, clients, stakeholders and staff at every level.

3.3 An active networker with the ability to develop positive relationships and productive partnerships within local and national government, education and the community.

3.4 Strategic vision, a business mindset and a results driven and innovative approach.

3.5 The ability to respond effectively to change and manage others through the process.

3.6 Entrepreneurial skills - the ability to recognise curriculum programme opportunities and develop them in to valuable income.

3.7 The capacities to assimilate, prioritise, analyse and interpret large volumes of data.

3.8 The ability to problem solve and make informed and timely decisions.

3.9 Excellent advocacy and negotiating skills.

3.10 A robust personality with stamina and determination.