

City and Islington College
Job Description and Person Specification

Post:	Director of Sixth Form College
Contract:	Full Time, Permanent
Hours:	35 hours
Reporting to:	Principal
Responsible for:	Deputy Directors, Sixth Form College
Grade:	Leadership and Management
Salary:	£72,719 up to £79,455 per annum
Closing Date:	18 th February 2019

Key Purpose

The Director of the Sixth Form College 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 the Sixth Form College will contribute to the whole College's Curriculum Planning and Policy, whilst leading and managing their own Centre.

Main Duties and Responsibilities

Leadership and Management

- To provide Leadership for the Sixth Form College – 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 Sixth Form College's management team.
- To ensure that the College's policies and procedures are accurately communicated and implemented.
- To take a lead role in the recruitment of staff appointments within the Sixth Form College.
- To oversee the continuing development of staff members using the appraisal/annual review process and identifying and developing future talent.
- To oversee the PSP (Professional Standards of Pay) process for Sixth Form College teachers.
- To build and maintain effective working relationships with Trade Unions.

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 Sixth Form College and ensure that improvement action plans are implemented and assessed.
- 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 have overall responsibility for the planning, delivery and evaluation of the agreed programme of courses in the Sixth Form College.
- 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 be responsible for the production and maintenance of the annual programme and course file 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 Sixth Form College 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 Sixth Form College staff are kept fully up-to-date with those developments.

Managing the Sixth Form College

- To manage the staffing and resource budgets allocated to the Sixth Form College in compliance with the College's financial regulations, accounting and purchasing procedures.
- To manage the buildings and resources allocated to the Sixth Form College and to submit bids for capital projects and equipment, in accordance with College 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 Sixth Form College.
- To ensure that all returns and reports for Sixth Form College 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 Sixth Form College that sets a high expectation of student achievement and high standards of student behavior both in and outside the classroom.

- To participate in marketing and publicity activities and to ensure that course guidance and admission arrangements for the Sixth Form College 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 Sixth Form College'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 register.

External Liaison

- To maintain good relationships with local organizations, employers, community groups, schools and other learning providers to maintain effective transition arrangements for school leavers and other students progressing to the Sixth Form College.
- To lead on the Sixth Form partnerships with our local partner schools for the College and to act as the College representative on borough school meetings/forums as required.
- To develop links with universities, aimed at raising student aspirations and attainment and facilitating progression to HE for Sixth Form College students.
- To strengthen links with community groups across all the curriculum areas at the Sixth Form College and represent the College on local partnerships.
- To take an active and visible role in building relationships that promotes community/social cohesion.
- To be the College point of contact regarding SFCA (Sixth Form College Association) issues.

Wider Responsibilities

- To be a member of the City and 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 and 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.
- To ensure the production of accurate and timely reports to the Principal, The College Education Board and the Group CEO

Expectations of the Post Holder

The Director of Sixth Form College will be expected to:



- 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 and its beacon status.
- Be committed to professional self-development and the development of others, through participating in and facilitating learning and development.
- Ensure equality, diversity and inclusion are promoted and advanced within their work and that of the Centre.
- Committed to protecting and promoting safety and welfare of children and vulnerable adults and to take the steps necessary to ensure that the Centre is a safe learning environment.
- Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training, as and when necessary.

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.

Person Specification

Essential criteria



Qualifications / Professional Development	Degree (or equivalent) and qualified teacher status, including evidence of recent continuing professional development
Knowledge / Experience	At least three years' successful senior management experience of delivering significant A level provision in a Further Education College, Sixth Form College or 11-19 school
	Substantial experience of delivery of teaching and learning to 16-19 year old A Level students
	A record of achievement in performance management and managing through managers
	Experience of managing substantial budgets, resources and Cross-College services
	An understanding of the strategies and processes required for ensuring educational quality and excellence and raising student achievement
	A detailed understanding of relevant funding methodologies, including student support and entitlement
	An understanding of the considerations of working with inner city students with a range of protected characteristics
	An excellent understanding of A-Level and 14-19 year curricula and associated pedagogic, national and local policy developments
	An understanding of the responsibilities to ensure the welfare and safety of all 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.

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Welcome from the Principal

A warm welcome to Capital City College Group (the Group) and thank you for expressing an interest in our role.

I hope you find the information set out in the next few pages interesting and useful in helping you decide whether to make an application. Included in the information is a piece I have asked the current Director, Peter Murray, to pull together which gives his insight into the College.

The Group is the largest college group in London and the third largest in the Country. All three colleges have a track record of academic success and were judged to be 'Good' at the time of their last inspection.

We are very proud of our students' achievements with a large number progressing into higher education. The students have a number of opportunities to showcase their work as well as taking part in a wide range of extra-curricular activities

If you would like to contribute your professional expertise and energy in this group of colleges, I would be delighted to hear from you.

Andy Forbes
Principal
City and Islington College

An overview from Peter Murray, Centre Director

Thank you for your interest in becoming Director of City and Islington Sixth Form College. I am retiring in the summer, having worked at City and Islington Sixth Form College for 18 years and been Director since 2015. It is a wonderful job and whoever becomes the next director will have an amazing opportunity.

You'll be working at our purpose-built sixth form college site at the Angel, Islington, a vibrant area in the heart of London which has great transport links – Angel tube station is just across the road. The building was opened in 2004. Although the Sixth Form College is part of a large organisation, the day-to-day experience of staff and students is in a human-scale community. We have 1,500 16-19 year olds studying in the Sixth Form and 130 staff are based in the building. So in this sense we are like a big school.

The Sixth Form College receives over 4,000 applications each year for the 900+ places on offer in Year 12. We have three local partner schools (Elizabeth Garrett Anderson, Holloway School and Arts and Media School Islington) but our students come to us from over 200 schools located in every borough of London. All students at the Sixth Form College are on A-level study programmes so, apart from a small number of GCSE Maths and English resit groups, all the classes are A-level classes. Every student is a member of a tutor group and nearly every teacher is a tutor within the pastoral system.

We have a maximum class size of 22 and full-time teachers have 22½ hours contact time per week. The Sixth Form College is a member of the national Sixth Form Colleges Association, which means teachers' pay and conditions of service are part of a national agreement. We care about developing our staff and we have an active Teaching and Learning Community in the Sixth Form. Because we are a specialist A-level centre, nearly all of the subjects we offer are taught by a team of teachers. Being part of a team means we share the thinking, the planning and the teaching – a real benefit at a time of major curriculum change. But we also believe in giving people as much autonomy as possible in the classroom so that teachers have lots of help, resources and advice but retain their individuality and creativity.

Teaching is organised through 7 departments, each of which is led by a curriculum co-ordinator on a 50% teaching timetable. The weekly management meeting is attended by the Co-ordinators, the Director, the two Deputy Directors, the Director's PA, the Co-ordinator of student tutorial and monitoring, the Inclusion Co-ordinator, and the managers of registry, careers and the library.

The Sixth Form College currently offers 34 A-level subjects and the EPQ. Each subject has 4½ hours teaching per week – a 3-hour session and a 1½ hour session. A-level Maths has 3 x 1½ hour sessions. We are currently reviewing the timetable model. In 2018 we had a 94%

pass rate at A-level. Our last OFSTED inspection was in 2016 (before the merger with WKC and CONEL) and City and Islington College was graded 'Good'.

We want students to leave us with the best grades possible, but also to be rounded and capable individuals who have the skills and opportunities to achieve their ambitions. In general, our students do not come from privileged backgrounds, so opening up opportunities is really important. We have a great careers team and their advice, guidance and support helped 580 students progress to higher education last year, 87 of them to Russell group universities. The team have built up a tremendous array of employer contacts and partnerships, which means that hundreds of students participate in work-related activities each year. Because of our central location, many of the employers we work with are prestigious national and international organisations, and for lots of our students this means opening the doors to another world.

In the future our students will be applying for jobs that require not only experience and qualifications but also creativity and social skills. Through a programme called the CANDI challenge we encourage students to develop their social and artistic talents. We run a debate club, hold mock elections, have invited political speakers, and engage with Citizens UK. Students go on lots of trips to the many galleries and museums that are within easy reach of the college. In all these ways, and in many more, the Sixth Form fizzles with energy as students get involved and grow before our eyes. Our January newsletter (<https://tinyurl.com/SC-JAN-19>) gives you a flavour of the life of the Sixth Form College.

The Director of the Sixth Form College has responsibility for learning and teaching and local student support services. As Director, you will sit on the Senior Management Team of City and Islington College, along with the directors of the other four College centres, the Principal, Vice Principal and the managers of the group corporate services such as Finance, HR, Marketing, Business Information, IT and Facilities. The College Principal represents City and Islington on the Group Leadership Team. Policies are determined at Group, College or Sixth Form College level depending on the nature of the area.

I hope this introduction gives you a flavour of life at City and Islington Sixth Form College. If you are passionate about giving young people the opportunity to develop and achieve their ambitions and you want to work in an exciting and energetic environment that values your professionalism, this is a fantastic job.

A handwritten signature in black ink, appearing to read 'D. M. S.', with a long, sweeping horizontal line extending to the right.

Director

An introduction to CCCG

Since 2016, City & Islington College has been part of a wider college grouping, The Capital City College Group, which includes Westminster Kingsway College, the College of Haringey, Enfield & North East London and a training wing, Capital City College Training, which delivers apprenticeships and international work, amongst other things.

The group is one of the largest FE providers in England, which enables us to offer a full range of courses to local communities, whilst at the same time investing in specialist subject areas to create Pan-London centres of excellence – including the Sixth Form Centre.

CCCG was formed from two mergers and is now a single FE College Corporation, with one governing body, although each college has its own College Education Board which is effectively a sub-committee of the main Board.

The Chief Executive of the Group, who started in September 2018, is Roy O'Shaughnessy, who was formerly Chief Executive of a large charitable organisation, the Shaw Education Trust.

Because we are a single legal institution, all staff are employed by the Group, not the individual colleges, and all contracts for services are held by the Group.

Importantly, Ofsted will inspect the Capital City College Group as a whole, not at individual College or campus level.

The Colleges run fairly autonomously, with a platform of shared services – Finance, HR, Estates, MIS, IT and Marketing – provided centrally by the Group. All teaching and learning services, including student support services, are managed by the colleges. There is a small central Performance and Quality Unit, but each college has its own academic quality team.

CCCG has two Sixth Form Centres, one of which is the City & Islington Sixth Form Centre and one of which is based at the Kings Cross Centre managed by Westminster Kingsway College, which enrolls about 900 students, including 100 adults, to A Level courses each year. One of the key strategic discussions in which the new Director of the Sixth Form Centre will be very involved is about whether the two Sixth Form Centres should be managed in a more coordinated way in future.

CCCG in numbers

- 37,500 students
- 4,263 course
- 3,890 Apprentices
- 12 campuses throughout Central London
- 3 exceptional Colleges
- 1 mission ... transforming lives

More information on City & Islington College

City & Islington College is a large further education college based in the London Borough of Islington, delivering a wide range of academic and vocational courses and specialist science and technology apprenticeships.

CIC has had a strong track record of achieving very high standards. It has won two Queen's Anniversary Prizes and recently judged "Good" in all categories in our most recent inspection report of 2016 and praised for having "a safe, harmonious and inclusive environment in which students and apprentices learn well".

The college has UKIED Gold status for equality and diversity, has Investors in People Gold accreditation, and has just been re-accredited as meeting the national Matrix Standard for student Information, Advice & Guidance.

The college operates from five centres and enrolls over 11,000 students a year, including 4,500 16-18 year olds. The size and breadth of the college means we can offer a comprehensive choice of learning pathways, including A Levels, Applied General courses, apprenticeships, adult access courses, and higher education options, and we will soon be introducing the new T levels.

As well as the Sixth Form Centre our other Centres are:

The Centre for Applied Science at Angel delivers a unique range of advanced and higher science courses, including Animal Management, Sports Science, Veterinary Nursing, Engineering, Applied Optics and Optical Dispensing, plus apprenticeships in Lab Science and Vet Nursing to 1100 students a year, two-thirds of whom are 16-18 year olds.

The Centre for Business, Arts & Technology on Camden Road enrolls 1400 students a year, 90% of them 16-18 year olds on IT, Creative Industries, Performing Arts and Business courses, including innovative programmes run in partnership with the National Youth Theatre, the National Centre for Circus Arts and the Islington Music Workshop.

The Centre for Health, Social and Childcare on Holloway Road delivers Childcare, Health & Social Care, Hair & Beauty, Public Services and Special Needs courses to 1600 students a year, 60% of them over 19. It also offers HE courses in Health, Care, Early Years, Education and Counselling.

The Centre for Lifelong Learning at Finsbury Park is the college's specialist Adult Education Centre, although it also enrolls nearly 200 16-18 year olds on full time ESOL courses. Over

5000 adults a year come to CLL to study English, Accounting, Business, Law, Photography, Web Design and a range of Access to HE courses, plus some high level professional qualifications such as CIPD, CELTA & ILM.