

**JOB DESCRIPTION**

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| **Job Title:** | Director of Education and Quality |
| **Responsible To:**  **Responsible For:** | Vice Principal  Faculty and Department Heads, Exam Office Manager, SEND Coordinator |
| **Job Purpose:** | To provide proactive leadership, strategic focus and quality assurances for the curriculum. To be responsible for ensuring that the College develops, maintains and achieves its strategic aims and objectives. This will mean contributing to the existing ethos which has been designed to maximise student potential and to ensure the efficient and effective use of resources within the framework of the College's mission. |
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1. **SPECIFIC ROLE RESPONSIBILITIES**
2. To provide strategic leadership and management of the Curriculum, Examinations and SEND.
3. To develop and lead a curriculum that develops the knowledge, skills and behaviours that learners need in order to take advantage of the opportunities, responsibilities and experiences that prepare them for the next stage in education, training or employment.
4. To plan and sequence the curriculum so that learners can build on previous teaching and learning and develop the new knowledge and skill they need that reflects the needs of the local, regional and national context.
5. To ensure that the curriculum meets the needs and ambitions of all students including disadvantaged learners or those with SEND, including those who have high needs.
6. Set clear expectations for staff and students for classroom behaviour, attendance and punctuality in all learning settings.
7. Maintain a strong focus on attendance and punctuality to minimise disruption and maintain a calm and orderly environment.
8. Promote positive attitudes to learning, motivation and a respectful culture in which students can flourish and staff know and care about their learners.
9. Lead on ensuring comprehensive and continuous quality improvement across the curriculum by working with Heads of Faculty/Department to set targets, monitor progress and evaluate outcomes.
10. To contribute to the production of the College's annual Self-Assessment Report and College Improvement Plan, including supporting documents.
11. To work collaboratively to ensure outstanding academic and vocational standards and student learning outcomes, including attendance, retention and exam results (e.g., pass rates, achievement rates, high grades, value added).
12. To work collaboratively to ensure the leadership, management, recruitment and effective deployment, of teaching staff and any relevant support staff.
13. To conduct investigations, hearings and appeals, as necessary.
14. To promote and share good practice between support services and curriculum departments to further raise levels of student success.
15. To undertake the roles and responsibilities of the Quality Nominee, on behalf of the College, with awarding bodies, for example BTEC qualifications.
16. To undertake the roles and responsibilities of the Deputy Quality Nominee, on behalf of the College, for inspections.
17. Advise the Leadership Team, the Corporation and its Committees on matters relating to curriculum, quality and student learning outcomes both formative and summative.
18. To ensure the timely and accurate completion and return of information and statistics to relevant bodies, including but not limited to; exam entries and external moderation.
19. To analyse data from a range of sources and produce progress reports and presentations for senior colleagues and the Corporation.
20. To lead the development of new initiatives in the context of national reforms and College strategic objectives.
21. Undertake a caseload of teaching, assessment, support or other work with students individually or in groups, as and when required relevant to your own area of specialism.
22. **GENERAL RESPONSIBILITIES AS SENIOR LEADER**
23. To undertake all responsibilities as a member of the Leadership Team, as directed by the Principal and/or Chair of Corporation.
24. To be a member of the College Leadership Team and any other committees, as appropriate.
25. To work collaboratively with SLT colleagues to develop and maintain a corporate approach towards the fair and consistent leadership of the College including:
    * Embodying the values of the College.
    * Formulating College policies, practices, strategic plans, development plans and associated targets and communicate ownership to college leaders and staff.
    * Shaping and influencing a positive staff culture of continuous improvement to raise standards of teaching and learning, student success and business services across the College.
    * Supporting, mentoring and coaching leaders, managers and staff in order promote and develop staff wellbeing, motivation and harmonious working relationships.
    * Ensuring the smooth and effective operations of the College, including acting as ‘Duty Manager’, when required.
    * Ensuring the free flow of accurate and timely information to and from staff.
    * Creating strategic and operational partnerships with external agencies.
26. **LEADERSHIP & MANAGEMENT RESPONSIBILITIES**
27. To provide leadership and line management for designated areas and other staff that fall within the remit of this role, ensuring the efficient and effective deployment of staff and physical resources and to promote a culture of high standard and excellence in the provision of services to students, staff and other stakeholders.
28. To ensure teams and individuals within the areas of responsibility receive a planned programme of training and development to equip them with the skills, knowledge and emotional intelligence to deliver excellence within their roles.
29. To provide direction, leadership, motivation and support to staff to meet and exceed the objectives and targets for each individual, the team, the department/faculty and the College.
30. To participate in human resource planning, recruitment, selection, training, development and the performance management of staff.
31. To ensure College systems operate effectively to meet statutory requirements in relation to the areas covered by this post and to ensure that the College receives up to date and accurate information on advice on all matters related to this role.
32. To develop, monitor and deliver operational plans through rigorous self-evaluation in accordance with the College’s self-assessment procedures and to encourage continuous improvement through the sharing of good practice.
33. To be responsible for the implementation of college policies and procedures within the department/faculty, particularly the management of data protection, health and safety, safeguarding and equality of opportunity.
34. To act as budget holder with responsibility for maximising the efficient utilisation of resources.
35. To maintain effective administration systems and provide sufficient, accurate and timely information, reports and papers for the leadership team the Corporation and its committees and to attend meetings, as required.
36. To work collaboratively with curriculum and support colleagues in managing all aspects of student progress, disciplinary procedures and general behaviour.
37. To participate in the implementation of the student management procedures including conducting investigations and the development of appropriate retention & behaviour management strategies.
38. To contribute towards the development of teaching, learning and new initiatives in the context of national reforms and the College’s strategic objectives.
39. To support the College’s designated safeguarding team and manage and/or respond to matters relating to safeguarding within your area of responsibility, making assessments, recording information and referring or escalating, where appropriate.
40. To work collaboratively with other Managers across the College to ensure the smooth and effective teamwork of all staff.
41. To work within the context of the College’s strategic objectives and improvement plans and be responsible for action plans and to contribute to the College’s continued success in a changing educational environment.
42. To initiate and implement development, encourage innovation and provide effective management of change.
43. **GENERAL RESPONSIBILITIES OF ALL STAFF**
44. All College employees are expected to**:**

* Maintain their own continuing professional development and attend meetings, training and conferences, as required.
* Maintain discretion and confidentiality.
* Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
* Positively promote and represent the College both internally and externally, particularly within the local community.
* Proactively assist in the management of students and visitors throughout the College.
* Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
* Liaise with other departments/faculties and members of staff, as appropriate.
* Participate in College events, as required.
* Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or any other designated manager of the College.

**PERSON SPECIFICATION**

The College regards the following as important criteria and will look for evidence that applicants meet as many as possible:

1. **QUALIFICATIONS**
2. Honours Degree or equivalent level of education for the post
3. Teaching qualification
4. Management and/or Leadership qualification
5. Qualified by relevant experience
6. Evidence of further professional development.

**EXPERIENCE & SKILLS**

1. Have significant curriculum leadership experience in an education setting and a proven track record in raising standards which lead to consistently good and outstanding student outcomes
2. Experience of successful teaching and working with students in the 14-19 age range. Sixth form college experience would be advantageous.
3. Successful and significant middle or senior management experience of curriculum organisation within a culture of continuous improvement.
4. Strong record of successfully leading, managing and developing both support services and curriculum staff.
5. Be systematic and possess excellent analytical skills to interpret data, identify trends and patterns, develop interventions and present findings clearly and concisely to a range of audiences.
6. Possess the excellent interpersonal skills and emotional intelligence necessary to lead and motivate a committed and highly skilled team of staff.
7. Possess a deep understanding of the Ofsted inspection framework and have experience of involvement with Ofsted inspections
8. Have a knowledge and understanding of awarding body and examination compliance procedures.
9. Experience of working with or implementing SEND support for students including examination access arrangements
10. Experience of developing student timetables, making effective use of available resources.
11. Experience of training, developing, coaching and mentoring staff.
12. Experience of managing student behaviour and resolving parental concerns.
13. Experience of undertaking investigations and managing related processes.
14. Experience of using data to analyse and act to improve organisational performance.
15. Proven/demonstrable experience of writing and delivering clear and accurate reports and presentations to leaders, managers and staff.
16. Experience of successfully leading and managing internal quality assurance processes that are rigorous, systematic and evaluative.
17. Proven management experience of establishing and delivering College-wide objectives and of achieving targets within time and resource constraints.
18. Effective management of cultural and organisational change.
19. Successful management of a substantial budget.
20. A demonstrable record of success in previous roles.
21. **KNOWLEDGE AND AWARENESS**
22. Comprehensive understanding of the principles of effective leadership.
23. Knowledge of the principles and practice relating to outstanding teaching, learning and support.
24. Deep understanding of safeguarding issues, legislation, processes and procedures.
25. Understanding of issues relating to equality, diversity, health & safety and the safeguarding of young people.
26. An extensive knowledge and understanding of the 14-19 curriculum offer, qualification pathways and awarding bodies relevant to a large sixth form college
27. A good knowledge of examination regulations, procedures and compliance to deliver an excellent student experience at all stages of their academic journey.
28. A good knowledge of SEND support for high achieving students
29. **SKILLS**
30. Strategic thinker with a leadership style which encourages, motivates, inspires and develops staff and students to achieve greatness.
31. Excellent interpersonal and communication skills (both orally and in writing) including the ability to effectively listen, influence, consult and negotiate with others on a wide range of issues.
32. The ability to handle difficult situations with tact and diplomacy, take ownership to confront issues and make difficult decisions.
33. The ability to work collaboratively and constructively as a member of a team and to support colleagues, as required.
34. A proactive approach demonstrating an openness to change.
35. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
36. Highly effective decision- making skills with excellent analytical and problem- solving abilities.
37. An ability to delegate effectively and support others in their development.
38. An ability to be flexible and take responsibility for several challenging tasks, while remaining calm. To effectively manage high workloads and competing priorities to ensure that tasks are seen through to completion within agreed timescales.
39. Excellent report writing and presentational skills and the ability to promote the College to both internal and external stakeholders.
40. Excellent numeracy and data handling skills, to be able to interpret and analyse data to identify strengths, weaknesses and priorities for continuous improvement.
41. Excellent attention to detail, administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite - Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
42. **PERSONAL QUALITITES**
43. Clarity of vision and philosophy, centred on the individual student’s value and potential.
44. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
45. High levels of emotional resilience, positivity and drive with the ability to give clear direction and influence others when needed.
46. Strong intellectual powers and the ability to be reflective.
47. Personal and professional integrity which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature and to have complete respect for confidentiality.
48. Passionate about teaching learning & assessment, quality improvement, and the wider Sixth Form College experience.
49. A commitment to the College’s values and a shared responsibility which focuses on academic progress, achievement, student success and achieving greatness.
50. A commitment to providing an outstanding and inspirational service to staff and students, which includes developing them to their full potential.
51. A commitment to relevant legislation and good practice in relation to equality and diversity, safeguarding and the promotion of the welfare of young people.
52. A commitment to continuing professional development.
53. The suitability to work with children.

**Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.**

**PAY AND CONDITIONS:**

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| **Full Time Salary:** | The successful candidate will be placed on a Spot Salary Point between College Leadership Spine Point 22 – 27 (£61,023 - £67,377) Commensurate with experience plus an attractive benefits package including 38 days annual leave + bank holidays. |
| **Contract** | This is a permanent full time contract; while the standard College working week is 37 hours, all post holders who are on the College Leadership Spine will be expected to work such hours as are reasonable and necessary for the proper performance of the role. |
| **Contract Start date :** | **Summer Term 2023** |
| **Disclosure:** | The College will seek an enhanced disclosure from the Disclosure and Barring Service. |

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**Closing Date for all completed application forms: 8.00am on Monday 6th February 2023**

**Interviews planned for: Monday 20th and Tuesday 21st February 2023**