

Job Description

Post Title: Head of Curriculum

Area: Care & Early Years

Purpose and Context

Wakefield College has successful and growing provision. The Head of Curriculum will strategically lead the growth and development of provision in their areas of responsibility whilst ensuring quality improvement measures are embedded which will lead the provision to outstanding.

As a key member of the senior leadership team, the post holder will be responsible for effectively and positively leading a culture of high performance and high engagement and an environment of continuous improvement amongst all colleagues.

Whilst developing a high-quality curriculum offer across all levels, the post holder will develop meaningful progression routes for all learners, ensuring they meet their needs and the needs of the local labour market.

The post holder will be expected to work in a flexible, proactive manner to ensure these key objectives are achieved.

Unless otherwise agreed, the post-holder will be a Designated Safeguarding Person in College, undertake training and updates as required, and take safeguarding actions as necessary in line with College policy and procedures, in liaison with, and in the absence of the Designated Safeguarding Lead.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Principal Responsibilities

Leadership and Strategic Responsibilities

- To plan and implement a long-term strategy to further grow and develop the curriculum to meet local, regional and national need whilst ensuring financial viability
- To ensure that opportunities for synergy and collaboration with other curriculum areas are seized, leading to an appealing, meaningful and efficient curriculum
- To contribute to the achievement of the College's strategic objectives through effective strategic planning and by delivering agreed plans
- To identify and develop a curriculum which offers appropriate breadth and enables students to achieve and progress including through collaborations with partners
- To develop relationships with Higher Education Institutions to ensure appropriate agreements are in place to enable Wakefield College students to progress successfully

- To develop opportunities for students within their areas of responsibility to progress to Wakefield College Higher Education provision, and ensure that their team(s) share the aspirational culture required to support this
- To ensure that the College is prepared to deliver high-quality provision which is responsive to changes in the political, economic, legal and environmental context
- To engender and embed a culture of continuous improvement in the provision
- To advise the relevant Executive Director on the development and delivery of the College's provision
- To ensure appropriate attention is given to the promotion of equality and diversity in teaching and learning and in the curriculum area's procedures and practices, and that the curriculum areas are inclusive.

Students

- To ensure an effective transition from schools
- To raise aspiration and ambition and ensure that students have access to Higher Education and/or employment opportunities as appropriate
- To ensure that arrangements for examinations/assessments are in place and that students are fully prepared for them
- To ensure that students are supported appropriately to achieve their learning goals and progression pathways including effective initial and diagnostic assessment and development, implementation and monitoring of effective and efficient support plans
- To develop and maintain an environment that successfully promotes learning and enables students to achieve their full potential, as evidenced by value-added measures for example
- To ensure high standards of student behaviour
- To increase levels of learner satisfaction of provision within the designated area of learning

Quality

- To ensure a consistently high standard of teaching, learning and assessment which meets the College's Standards for Teaching and Learning and other relevant policies
- To act as a member of the College's lesson observation team, making accurate judgements about the quality of teaching, learning and assessment through direct observation and other indicators and identifying and supporting appropriate remedial actions to secure improvements
- To ensure that any under-performing provision is subject to intensive recovery action which results in swift and significant improvement
- To ensure that staff are expert in assessing in accordance with awarding body standards and requirements
- To ensure that success rates meet or exceed national averages or College targets
- To improve Value Added
- To monitor their curriculum areas' performance against Key Performance Indicators and act in a timely way to address any emerging issues
- To lead on the implementation of the self-assessment process within their areas and be accountable for staff engagement with the process and the improvements this delivers. To ensure staff compliance and engagement with key processes and procedures and to be accountable for compliance

Marketing and Relationships

- To develop the reputation of the College's provision with external stakeholders.
- In conjunction with the Schools' Liaison Team, to plan and deliver appropriate schools' liaison activity to ensure that students make informed choices about programmes of study

Human Resources

Responsible for leading a team of staff including:

- planning the core and flexible staffing needs of the area;
- ensuring staffing resources are deployed efficiently and effectively;
- leading the recruitment and selection of staff in the department;
- participating in the recruitment and selection of other College staff as required;
- being accountable for the successful induction of new staff;
- being accountable for the effective management of performance, conduct and absence of staff;
- identifying staff learning and development needs, liaising with relevant departments to ensure appropriate professional development is identified and accessed.
- ensuring that staff undertake appropriate development activity to achieve the highest standards of quality in provision and comply with College requirements.

Financial Management

Accountable for the area's budget including:

- identify and exploit opportunities for income generation as agreed with the Executive Director
- ensuring that the area makes an appropriate contribution to the achievement of funding allocations and other targets
- liaison with relevant staff to ensure that the curriculum offer maximises funding and opportunities for student success
- develop and maintain appropriate networks to ensure funding opportunities are maximised
- ensure staff resources and budgets are used efficiently and effectively in accordance with the financial regulations and the principles of best value.
- allocate and manage non-pay budgets
- prepare bids and business cases for capital expenditure
- actively participate in the business review process
- be accountable for timely completion and submission of registers and other student-related documentation and returns
- ensure that the requirements of funding bodies are met and that the college maximises its income in respect of students with additional learning support needs
- ensure compliance with audit requirements

Resource Management

To be responsible for the planning and utilisation of non-financial resources including:

- ensuring efficient use of resources, including rooms and equipment including assistive technology

Teaching

- The teaching commitment will be agreed with the Executive Team and will be subject to annual review. The teaching commitment may be changed from time to time by the Executive Team.

Personal & Professional Development

- Participate actively in the College's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the College.
- Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the College.
- Participate in a minimum of 30 hours per year learning development.

Responsibilities of all employees within Wakefield College:

- Demonstrate a commitment to College values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all College policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with College policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Relationships to Others Within College

Responsible to: Executive Director Curriculum

Liaison with: Managers and staff within the area and across the College

Supervision of: Curriculum Development Managers, teaching and support staff in the area

| Person Specification: Head of Curriculum | | |
|--|---|---|
| | ESSENTIAL (E) OR DESIRABLE (D) | APPLICATION (A) INTERVIEW (I) REFERENCE (R) TASK (T) |
| Qualifications and Training | | |
| Qualified to level 6 or above in a relevant area | E | A |
| PGCE /Teaching Qualification at level 5 or above | E | A |
| Safeguarding and Prevent training (or to be completed within one month of appointment) | E | A, I |
| GCSE English A*- C or equivalent qualification (9 - 4) | E | A |
| GCSE Maths A*- C or equivalent qualification (9 - 4) | E | A |
| Management qualification at level 5 or above | D | A |
| Relevant Experience | | |
| Significant experience of strategy development, leading and influencing staff and teams through change, and ensuring that quality of delivery is maintained and improved | E | A, I |
| A track record of managing staff and teams to the successful achievement of challenging targets | E | A, I |
| Successful experience of establishing a culture of a high expectation of performance ensuring achievement of excellent standards of teaching and learning and learner outcomes | E | A, I |
| Experience of examining requirements and internal verification processes | E | A, I |
| A proven track record of increasing and maintaining high success rates | E | A, I |
| Understanding of FE funding regimes | E | A, I |

| Skills/Expertise | | |
|---|---|---------|
| Knowledge and understanding of the curriculum areas covered | E | A, I, T |
| The ability to accurately assess the quality of teaching, learning and assessment through direct observation and other measures and identifying appropriate remedial measures where appropriate | E | A, I |
| Experience of developing the curriculum to meet needs and interests of stakeholders and embedding innovative approaches to teaching and learning | E | A, I, T |
| An understanding of the FE sector and the administrative demands required to ensure the maximisation of student success | E | I, T |
| The ability to deliver high quality teaching and learning activities | E | A, I |
| The ability to interpret and act upon complex information | E | I, T |
| The ability to think strategically | E | I, R |
| Ability to give clear, honest and constructive feedback to individuals and teams on their performance and improvement targets | E | I, R |
| The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met | E | I, R |
| To plan and manage within budget, to specification and on time | E | I, R |
| Competent user of MS Word, Excel, Outlook and PowerPoint | E | I, T |
| Additional Factors Relevant to the Post | | |
| A professional approach | E | I, R |
| Emotionally intelligent | E | I, R |
| Open and responsive to feedback | E | I, R |
| The ability to engage effectively with all levels of staff, students and stakeholders | E | I, R |
| A flexible approach to working practices | E | I |
| Good team member | E | I |
| Reliant and adaptable to change | E | I |
| A commitment to the principles of Equality and Diversity | E | I |
| As the College is a multi-campus site, flexibility and willingness to work across all sites is required | E | I |

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.