

Role Description

Job Title: Director of Curriculum and Quality	Pay Grade: C£85k
Normal Place of Work: College Green, with frequent travel between all college centres	Line Manager: Principal and Chief Executive
Normal Working Hours: 37 hours per week to be worked on site	Responsible For: <ul style="list-style-type: none"> • Assistant Director Foundation Learning and Skills • Assistant Director Further & Higher Education • Assistant Director SEN and Learning Support • Assistant Director Apprenticeships & Employer Based Training • Head of Quality
<p>Role Summary and Purpose: The post-holder is accountable to the Principal and Chief Executive for the design, development and successful delivery of further and higher education across the College, and for achieving good quality in all aspects of provision. The post holder will be the College's designated Ofsted nominee.</p> <p>A critical success factor in this role is to accelerate the pace of improvement in classroom based and apprenticeship achievement rates so that they are close to the upper quartile nationally within two to three academic years.</p> <p>The opportunity to prepare for and in time become a strong candidate for a College Principal role is implicit in this post.</p>	

Principal Accountabilities

Quality and the Learner Experience

1. To lead on all aspects of Quality assurance and improvement, to be the point of contact for work with the Ofsted and QAA and to be the College's designated nominee during inspections and reviews.
2. In consultation with the Principal and Chief Executive, to work with Heads of Department and direct reports to develop and deliver targets which secure quality improvement across Directorate provision for all students.
3. In close consultation with Assistant Directors and members of SLT, to be responsible for all aspects of the student experience, including attendance, behaviour, enrichment activities, careers advice, welfare, wellbeing, health and safety and safeguarding.
4. To work with Assistant Directors to ensure effective support across all teaching departments for students at all levels, to develop and enhance their literacy, numeracy and employability skills.
5. To work with Assistant Directors and the Quality team to ensure the delivery of an effective tutorial curriculum and an enrichment programme for students across the College.
6. To work with colleagues and to ensure the student voice is heard and responded to through liaison with student governors, student union and course representatives.
7. To ensure that there are clear and visible links with industry and the professions in all programmes which support students to secure meaningful experience of work through work experience and work placement.

Curriculum Strategy

8. To work closely with Assistant Directors and the Quality team to provide leadership on curriculum and quality related matters for further and higher education across the College, including the development of excellence in teaching, learning and assessment.
9. In close consultation with the Principal & Chief Executive, to lead the development and implementation of the college's Curriculum strategy, reporting to the Strategic Leadership Team on direction and impact.
10. To chair the Curriculum and Quality Executive Team and the Higher Education Board, and will be a member of the College Strategic Leadership Team.
11. To develop a curriculum offer which provides a clear link to local economic priorities and student demand with clear progression pathways from Entry to Level 6, and beyond where appropriate.
12. To maintain good relationships with key funding and enabling partners, including the South West ESFA, the West of England Combined Authority (WECA), Bristol City Council and the Bristol One City Office.
13. To identify and develop opportunities to embed local priorities into the college curriculum and learner experience, including climate and environmental concerns, issues of race and diversity, and equality and social inclusion.
14. To develop the College's assessment strategy and to secure positive and productive relationships with awarding bodies, validating partners and End-point Assessment organisations.
15. To work closely with the Assistant Director of FE & HE, to develop and maintain an effective Higher Education strategy in partnership with the University of the West of England and other key HE partners, with a particular focus on the south of Bristol.
16. To utilise relevant market information to inform the Directorate's curriculum strategy including (but not limited to) reference to Local Enterprise Partnership (LEP) plans, employer representative bodies and student demand.
17. To work closely with senior colleagues to identify, bid for additional funding and implement major curriculum development projects, including T levels and links to emerging Institutes of Technology.
18. To develop and maintain good relationships with FE and Sixth Form Colleges in the Bristol area and develop partnership work with them where appropriate.
19. To work with local secondary schools and the Bristol Post-16 Strategy Group to develop a coherent and coordinated education offer for post GCSE students across the city.

Policy & Planning

20. To contribute to the leadership and management of the college through effective team working with members of the Strategic Leadership Team, and other senior college managers.
21. To work closely with the Vice Principal Finance & Professional Services to design and implement a curriculum and business planning process which ensures that resources are used effectively and efficiently and recruitment and income generation targets are delivered.
22. To ensure that policies and procedures related to academic and curriculum aspects of the college are regularly reviewed and updated as necessary.
23. To manage the performance of all direct reports and support their professional development through regular supervision, and the annual setting and monitoring of targets.
24. To assist the Principal in making reports to the College Corporation in relation to curriculum policy, delivery, quality and strategy.

Key Relationships

This is a new and key role reporting directly to the P & CEO with the key objective of raising performance rapidly so that College achieves a good or better Ofsted rating in the near future. The role requires dynamic leadership and performance development of the team of curriculum leaders which includes Assistant Directors and Heads of Department so that the improvement in achievement rates accelerates rapidly in the next two years. In discharging these duties the post holder will also be the College's Ofsted Nominee.

The role will also require development of a positive and productive relationship with the College Governing Body and in particular with the Chair of the Curriculum & Quality Sub-committee of the Corporation.

Generic Management Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities, Prevent and Safeguarding
- To engage in a leadership role in change management, promoting innovation
- To act as a spokesperson for the College to various media as and when required
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

Variations

Variations to this job description may be required from time to time.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification	✓		AF/Cert
Higher Level Degree		✓	AF/Cert
Teaching qualification	✓		AF/Cert
Post Graduate Leadership/Management qualification		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Current or recent direct experience of managing the Ofsted inspection process.	✓		AF/IV
Understanding of quality assurance processes and applying them curriculum	✓		AF/IV
Experience of improving the quality of teaching, learning and assessment in further education	✓		AF/IV
Successful track record of managing classroom based learning; in partnership with awarding organisations	✓		AF/IV
Evidence of developing curricula which align to labour market priorities and student demand	✓		AF/IV
Experience of engaging with and responding to the student voice in leading and managing curriculum		✓	AF/IV
Track record of developing and hitting targets for both finance and quality	✓		AF/IV
Experience and knowledge of public policy in respect of further education	✓		
SKILLS AND ABILITIES			
Strong strategic vision, for classroom based learning in the further education context, particularly foundation learning	✓		AF/IV
	✓		AF/IV
Good oral and written communication skills	✓		AF/IV
Excellent interpersonal, networking and influencing skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Strong team leadership skills and ability to motivate and inspire others to reach organisational goals	✓		AF/IV
Good analysis, problem solving and decision-making skills	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AT
Ability to use IT at a level commensurate with job role	✓		AF/IV
Willing to work flexibly and regionally/nationally, including working away from home	✓		IV

***Assessment method:**

AF = Skill assessed via application form

IV =

Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert =

Certificate checked at interview

Date

14th July 2020