



COULSDON SIXTH FORM COLLEGE - CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College’s Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Coulsdon Campus

Coulsdon Sixth Form College was formed in 1988 on the site of the former Purley High School for Boys which existed from 1914 to 1988. Originally located in Purley, in 1936 it relocated to Placehouse Lane, Old Coulsdon. Our wonderful campus remains in the heart of Old Coulsdon, having had a complete rebuild, which offers exceptional learning facilities to our students, and a fantastic working environment for our staff. In February 2019 Coulsdon Sixth Form College was incorporated into Croydon College, bringing together both of Croydon’s Ofsted Good Colleges.

Creative and Cultural Pathway

The Creative and Cultural Pathway is a vibrant team, teaching a with a wide range of subjects in the creative and cultural industries. We have excellent classroom facilities to teach our learners and we are proud of our staff who work collaboratively to share best practice and support each other to ensure we get the best possible outcomes for our students.

JOB DESCRIPTION – DEPUTY HEAD OF PATHWAY

JOB TITLE:	Deputy Head of Pathway – Creative & Cultural
REPORTING TO:	Head of Pathway
HOURS:	Coulsdon Academic terms, including 16 Teaching Hours Per Week
ANNUAL LEAVE:	Coulsdon Academic Terms



Overall Purpose

To provide organisational support and leadership for the Pathway, focusing on securing consistently effective teaching and learning which leads to excellent outcomes for our students. Working co-operatively fellow managers and staff, to engage in collaborative leadership designed to secure the achievement of the College's strategic priorities.

Main Duties and Responsibilities

1. To regularly seek out information about best practice and to devise plans, strategies and systems to enable the team to consistently fulfil the strategic plan and provide high quality teaching and learning for students.
2. To regularly seek out information about the market for recruitment and to support the college in recruiting students with integrity and providing IAG within the Pathway structure.
3. To drive good performance in the team, engaging and motivating staff to create a culture of high performance and staff engagement. Aligning individual and team goals to the college's goals and motivating team members to work towards them.
4. To demonstrate an uncompromising commitment to quality and continuous improvement, addressing any staff performance concerns at an early stage to ensure high quality student experience.
5. To engage in coaching and mentoring of students and staff, creating opportunities for talented individuals to fulfil their maximum potential.
6. To support the development and implementation of a purposeful curriculum which meets the needs of the community including local skills needs, providing clear pathways careers.
7. To inspire students to take responsibility for their performance and to behave in ways which will help them to progress and excel; making interventions as necessary, engaging parents as required and overseeing the behaviour of the students within the pathway in accordance with policies and procedures.
8. To oversee online resources, ensuring all students have access to schemes of work, course materials, and study resources so that learners are fully supported to develop as independent learners.



9. Proactively to seek to understand the views and experience of students and use this information to make improvements to the work of the team.
10. To manage student progress across all courses in the pathway, ensuring agreed schemes of learning are being followed, assessment and assignment deadlines are being met and students are progressing to plan.
11. To be fully committed to the vision, goals and values of the College, investing time in understanding others' needs and views and extending support to colleagues across the college where extra assistance is needed.
12. To work in a solutions-focused way, helping the team to work quickly and calmly through problems, proactively enlisting the involvement of others.
13. To undertake any other particular duties which may be reasonably assigned to you.



Person Specification

	Essential/ Desirable
Qualifications	
A degree or equivalent qualification	E
Teaching Qualification- i.e. PGCE, Diploma in Education and Training or equivalent	E
Previous teaching and/or managerial experience in English	D
Experience	
Experience of collaborating and building networks with others	E
Experience of raising and maintaining high standards of student attainment and progress	E
A proven track record of excellent teaching and learning	E
Experience of analysing and using student data to develop action plans and improve outcomes	E
Experience of curriculum development	D
Experience of successfully leading and developing a team	D
Up-to date knowledge of developments in research and best practice with regard to learning and teaching	D
Understanding of quality improvement systems and how to devise strategies which will raise the performance bar	D
Skills & Abilities	
Ability to motivate and lead others through change and continuous improvement	E
Ability to raise standards of individual and team performance	E
Ability to identify and assess levels of risk and take appropriate action	E
Ability to foster and promote positive relationships with students	E
Ability to communicate effectively with others	E
Effective coaching and mentoring skills	D
Knowledge and Understanding	
Knowledge of post-16 provision and progression routes.	E
An understanding of the needs and motivations of young people	E
A solid understanding around issues of safeguarding	E
Up-to-date knowledge of developments in research and best practice with regard to learning and teaching	D
Personal Attributes	
Brings news ideas and perspectives	E
Communicates with integrity	E
Emotionally intelligent and able to build trust with others	E
Acts fairly and decisively	E
Is assertive when dealing with issues of performance or behaviour	E
Acts as a college champion and strives to improve performance	E
Role models our FREDIE principles and behaviours (Fairness, Respect, Equality, Diversity, Inclusion and Engagement)	



NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices (Croydon campus)
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>



Closing Date: 22 November 2022

Interviews: w/c 28 November 2022

