

Title: Assistant Head of Student Support, M&E

Department: Curriculum and Operations

Contract Type: Permanent

Reporting to: Director of Campus

Responsible for: Staff/Teams

Issue Date: 20/01/2023

DBS Check: YES Enhanced

Salary Scale: £38,000 - £43,000 per annum (plus performance related OTE up to £4,000)

Hours: 37.5hrs however may be required to conduct longer hours in completion of duties

Overall Role

This role is pivotal in ensuring, through effective leadership and management, that all students receive high quality learning, pastoral, maths & english and academic support. This role will also be responsible for the effective budgeting and line management of campus support staff. The position will work alongside the Management Team to ensure that the students receive high quality learner experiences whilst driving the campus goals and targets specifically in relation to student outcomes. This role will also act as our Exam Officer and have responsibility in dealing with external organisations from; awarding bodies to local authorities and agencies.

Duties & Responsibilities

Leadership & Management

- Lead on effective budgetary management of support and maths & english, to include local authority funding and campus staffing budgets;
- Contribute to a thorough and rigorous self-assessment process and successfully deliver an annual quality improvement plan within student support and maths & english;
- As part of the campus management team, contribute to the successful implementation of current delivery strategies within areas of responsibility inclusive of Maths & English;
- Implement and oversee a robust governance schedule that supports and challenges the staff team whilst positively impacting performance;
- Provide visible and decisive leadership in response to emerging issues.

Staffing

- Communicate effectively and regularly through team meetings with support and maths & english staff;
- To lead on ALS & M&E timetabling and planning, in collaboration with the campus management team;
- Effective performance management, utilisation and deployment of ASL and M&E staff;
- Undertake professional development reviews with staff within the curriculum area(s);
- Identify staff training needs and encourage professional and personal development;
- Supervise staff effectively and act as a mentor for new staff, where appropriate;
- Take decisive action to ensure both high standards and performance are achieved;
- Assist with the selection and appointment of staff within the support team or wider campus, where applicable;
- Review and manage weekly, monthly or annual performance targets for support and M&E staff.

JOB DESCRIPTION

Student Support and Safeguarding

- Responsible for the effective review, recruitment and ongoing management of SEND students (including those with an EHCP), ensuring campuses are equipped to provide the necessary support;
- To lead on student at risk strategies, alongside curriculum managers, to ensure high levels of student engagement;
- To effectively manage pastoral care, mental health and wellbeing support within the campus;
- To undertake the role as lead DSL and effectively manage the campus designated safeguarding team to ensure a safe student environment;
- To be responsible for the overall management and effective use of the internal learner management systems in line with company policy and procedures;
- Leading and coordinating on communication with external agencies in the instance of safeguarding or wider student support needs.

Maths and English

- To be the campus Exams Officer to ensure that all exam requirements across the curriculum areas are facilitated and managed effectively and compliantly;
- To drive forward campus performance of maths & english through targeted interventions and a close working relationship with M&E teachers.

General Responsibilities

- As a member of the Management Team, contribute actively and flexibly to the overall management and administration of the campus;
- Deputising for the Director of Campus if needed.
- Effectively represent the interests of the Campus with stakeholders, major clients and the community in all matters relevant to the duties of the role;
- Management, understanding and utilisation of all relevant internal systems and processes;
- Understand and be committed to the organisation's Health and Safety Policy statement and its safety priorities and be aware of his/her contribution to such priorities;
- Actively promote equality and diversity in the workplace and through the curriculum, in line with College Policies and procedures, setting the tone for professional standards of behaviour between colleagues and learners;
- Be familiar with Safeguarding Children and Young People requirements as outlined in the Safeguarding and Prevent policies and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults;
- Undertake such additional duties or projects as the Director of Campus may determine from time to time.

Key Competencies & Behaviours

- Commitment to student success
- Ability to work flexible to meet changing needs, prioritise and manage time effectively
- High level of personal integrity and confidentiality
- Commitment to own learning and development
- The ability to lead by example
- Adaptability and resilience

Knowledge, Qualifications & Experience

Description	Essential	Desirable
Educated to degree level, or relevant professional qualification and/or experience	YES	
Proven track record of effective management within further education.	YES	
Teaching Qualification i.e. PGCE, Cert Ed, DTLLS (Level 5)		YES
Successful and recent leadership and management experience	YES	
Successful track record in improving the quality of learner outcomes	YES	
Experience of working with external partners and stakeholders	YES	
Experience of Ofsted Inspections		YES
Experience of teaching across a range of levels within the FE curriculum		YES

Skill, Qualities and Abilities

Description	Essential	Desirable
Ability to manage budgets	YES	
Ability to effectively manage multiple and changing priorities in a dynamic environment	YES	
Effective use of ICT	YES	
Highly effective written and verbal communication skills	YES	
Effective target setting and action planning.	YES	
Ability to set and achieve high standards for self and others.	YES	
Effective leadership	YES	