

JOB DESCRIPTION SH1678

JOB TITLE:

Head of Curriculum - Digital & Computing

RESPONSIBLE TO:

Assistant Principal - Hi Tech & Digital

CURRICULUM:

Digital & Computing

Reports to: Assistant Principal - Hi Tech & Digital

Salary: MS Band 2

Jobs reporting to this position: Programme Coordinators and curriculum staff.

Scope and responsibilities:

To provide curriculum leadership at all levels, including Higher Education and skills that will ensure the standards of teaching, support, learning and assessment are the highest in the sector and to lead/sustain the curriculum to an 'Outstanding' level. The post holder will oversee the leadership and management of staff and ensure the effective delivery of a high quality learning experience for all students.

To undertake teaching responsibilities commensurate with the requirements of the post in a way which demonstrates the high standards expected of colleagues.

Teaching commitments will be agreed and annually reviewed with the Assistant Principal.

As a member of the Department Leadership Team (DLT) the post will have a responsibility to contribute to the Department's development, reporting to DLT colleagues on the activities within the section, and sharing with the team corporate decisions as and when these are made.

The post will take a specific lead in contributing to HE strategies and processes cross college whilst supporting and guiding the Department, deputising for the Assistant Principal when required relating to HE matters. This role will take an active part in activities such as FDAP, FT6 development, HE Strategy meetings, RSA and policies.

The post will be responsible for overseeing the curriculum delivery and development at Vantage Point including within the Hi-Tech & Digital Centre and the Fujitsu Innovation Hub. This includes oversight of the High School (pre-16) and A level curriculum delivered by the Section.

The post holder will be a member of the College Leadership Team (CLT).

Key Leadership Tasks;

1. Management of the Curriculum

- 1.1 Work with the Assistant Principal, to lead and manage the Curriculum staff in the development of a curriculum/ business plan and strategy to meet the mission and strategic aims of the college.
- 1.2 Work with the staff, students and partners to review existing provision and ensure the design of new effective curriculums that meet the requirements of a study programme, apprenticeship, HE programme or commercial offer.
- 1.3 Ensure that all members of Curriculum staff are appropriately updated in their areas of expertise and an effective CPD plan is implemented.
- 1.4 Ensure all Section's staff appointed new to teaching undertake appropriate qualifications to meet the workforce reform and awarding body requirements.
- 1.5 Ensure all appraisals/inductions are undertaken within appropriate time constraints.
- 1.6 Be able to lead by example as a highly effective and inspiring manager and teacher who achieves outstanding results in terms of success and progression rates.
- 1.7 Prepare academic submissions as necessary for validating and reporting.
- 1.8 In liaison with teaching teams and lead IV's, oversee the moderation, assessment and verification process acting as Centre Coordinator as required. These may require operating across Curriculum's reporting to other managers and IQA representatives.
- 1.9 In liaison with the relevant College staff, ensure efficient timetabling and staff utilisation.
- 1.10 Adhere to the communication plan within the College Management Calendar.
- 1.11 Coordinate Sector Focus Groups and external steering groups as and when appropriate.
- 1.12 Act as a member of the DLT and, when necessary to deputise for the Assistant Principal and other members of the DLT.
- 1.13 Ensure compliance with College policies and procedures.

2. Management of Teaching, Learning, Tutorial and Additional Learning Support.

- 2.1 In liaison with the Assistant Principal and Head of Tutorial & Learner Progress, ensure that the curriculum provides the highest possible quality learning experience for all students. This includes undertaking regular informal, formal and joint lesson observations.
- 2.2 Manage the interview process and transition packages for potential students and ensure outstanding advice and guidance is available for all students.
- 2.3 Oversee the implementation and development of an effective additional learning support and tutorial provision with the Head of Tutorial & Learner Progress.
- 2.4 Oversee student discipline issues, monitor absence and implement improvement strategies to improve performance and behaviour issues.
- 2.5 Ensure implementation of the student reporting processes and accurate and timely production of reviews.

- 2.6 Prepare for and supervise welcome, enrolment and induction days in liaison with DLT and Curriculum staff.
- 2.7 Coordinate work packages and employer engagement for the curriculum as appropriate.
- 2.8 Ensure that effective and timely teaching cover arrangements are in place ensuring timetabling is effective and viable.

3. Management of Quality Assurance

- 3.1 To ensure that all staff within the curriculum complies with College quality standards in respect of the requirements of the college charter, awarding bodies, course reviews, course files, assessment and other associated administration.
- 3.2 To review and plan appropriate actions to improve current performance indicators. This includes attendance at in year review meetings and improvement strategy meetings.
- 3.3 To review and plan appropriate actions in response to external inspections, reviews or surveys.
- 3.4 To lead the curriculum in all aspects of quality assurance relating to courses, qualification and the student experience.
- 3.5 To ensure that students within the section receive the best quality learning and support service possible in order that they can achieve their potential.
- 3.6 Identify poor practice where this might occur and ensure improvement.

4. Management of Resources

- 4.1 To lead, motivate and support staff so that they can make a full and valuable contribution to the development of the College.
- 4.2 In liaison with staff, learning resource staff, other operational managers and the departmental administration team deploy resources in the most effective and efficient manner.
- 4.3 To ensure that all curriculum targets for income, recruitment, attendance, retention, achievement and progression are met.
- 4.4 Monitor and manage staff absence, CPD and holiday entitlement in line with the collective agreement and other college policies.
- 4.5 Plan, monitor and review annual curriculum budgets and adhere to financial regulations.

5. Contribution to the College/Departmental Leadership Team

- 5.1 As a member of the DLT to contribute to Departmental development, reporting to colleagues on the DLT on the developments in the curriculum, and sharing with colleagues corporate decisions as and when these are made.
- 5.2 As a member of the CLT to contribute and inform strategic direction of the college.
- 5.3 Prepare the curriculum self-assessment report and operational plan.
- 5.4 Implement and maintain Equality and Diversity, Safeguarding, Prevent and Child Protection requirements.

- 5.5 Implement and maintain health, safety, wellbeing and environmental requirements.
- 5.6 Actively support marketing events including school and employer liaison, open events and school tasters.
- 5.7 To undertake any other duties as requested.

Safeguarding/Prevent

This College is committed to safeguarding, the protection and welfare of learners, including children and young people and meeting its requirements under the PREVENT strategy. All staff and volunteers are expected to share this commitment. Safeguarding covers, for instance, health and safety, equality and diversity and guarding against radicalisation and extremism.

All our staff, learners and services are expected to uphold and promote the fundamental principles of human rights and British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Other Duties

Perform all of the above duties in accordance with College policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and Data Protection Act. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In case, however, where a permanent and substantial change in the duties and responsibilities of the post occurs, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION

FACTORS	ESSENTIAL	HOW MEASURED	DESIRABLE	HOW MEASURED
QUALIFICATIONS & TRAINING UNDERTAKEN	<ul style="list-style-type: none"> Degree level qualification. Regular and accredited record of CPD activities in relevant subject areas. Experience of IQA and of working with awarding bodies. Teaching & Assessor qualifications. 	Application, Certificates, CPD record	<ul style="list-style-type: none"> Management qualification. Level 7 qualification or be prepared to work towards relevant Masters. B.Ed, Cert Ed or PGCE. IQA qualification. 	Certificate
WORK EXPERIENCE	<ul style="list-style-type: none"> Experience in a decision making role. A track record of delivering a high quality curriculum to FE, HE, Apprenticeships and Adults. A track record of successfully leading and motivating teams. Evidence of recent industrial updating/experience. Successful experience of implementing policies and procedures to ensure outstanding performance. Experience and track record of successfully delivering innovative in Teaching and Learning with the use of Technology. 	Application, Interview, References	<ul style="list-style-type: none"> Experience of raising standards through college QA. 	Application, Interview, References
SKILLS/SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of FE, HE and Apprenticeships. Knowledge of pre 16 curriculum. Excellent leadership skills. Relevant subject knowledge. Excellent analytical skills with the ability to identify trends and spot inconsistencies in large-scale data. Excellent organisational skills & communicator. Good working knowledge of IT applications including word-processing, spreadsheets, databases. 	Application, Interview, References	<ul style="list-style-type: none"> Excellent IT skills. Good knowledge of up to date & current market trends. Knowledge of post 13 curriculums. 	Application, Interview, References

	<ul style="list-style-type: none"> • Excellent time management & interpersonal skills. • Flexible and adaptable. • Strong problem solver. • Ability to develop effective working relationships with students, staff and employers. • Commitment to excellent customer service. 			
DISPOSITION	<ul style="list-style-type: none"> • Able to manage under pressure. • Able to work to strict deadlines. • Flexible approach to work patterns. • Self motivator and one who shows initiative. • Used to meeting or exceeding demanding targets and deadlines. • Able to maintain strict confidence. • Able to motivate others. • Able to manage change. • Commitment to outstanding. 	Application, Interview, References		Application, Interview, References
ADDITIONAL FACTORS SPECIFIC TO THIS JOB	<ul style="list-style-type: none"> • Ability to represent the college to external organisations. • Willingness to travel throughout the South West, nationally and internationally as required. 	Application, Interview, References		Application, Interview, References