

SUTTON COLLEGE JOB DESCRIPTION & PERSON SPECIFICATION

Role Title:	Head of Curriculum & Quality – SEND		
Directorate:	Public Health & Wellbeing	Grade:	Grade 8 SP 28-36
Post number:	XX	Hours/weeks:	36* / 52
Team:	Curriculum Management Team	Base/location:	Sutton College
Reports to:	Vice Principal Curriculum & Quality		
Responsible for:	Curriculum, Tutors IQA/Assessors/ Budgets		

Role and Context

Overall Role Purpose:	<p>Individually and collaboratively, the post holder and member of the College Management Team will:</p> <ul style="list-style-type: none"> • Lead, contribute to and drive forward the improvement, growth, development of Curriculum & Quality and contribute to the delivery of the curriculum and sustainability allocated Curriculum areas. • Lead on the development, growth, delivery and sustainability of a viable curriculum within allocated curriculum areas, driving and contributing to improvements within allocated areas and the college as a whole. • To be responsible for quality control within allocated areas managing a range of Tutors, assessors and IQAs including sessional tutors ensuring they are supported to continually deliver exceptional learning experiences. • To build on existing partnerships and establish new partnership opportunities that collaboratively with employers, community organisations, and other stakeholders will contribute to the aims and objectives of the: <ul style="list-style-type: none"> • Curriculum Mission and Vision • College's Strategic Plan • Council's Corporate Plan. • Identify opportunities for collaborative ventures that can generate income, save on costs, and secure additional or new funding that allow the college to reach target groups and achieve its strategic aims.
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Strategy	<p>Monitor and analyse all aspects of the curriculum and learning and use findings to inform on a strategy for curriculum development and business planning, ensuring alignment with funding, corporate, regional, and national priorities.</p> <p>Contribute to strategies which result in effective and consistent learner support, promoting attendance, retention, achievement, progression, access, and equity throughout the college.</p>
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Implementation	<p>Curriculum Development</p> <ul style="list-style-type: none"> • Develop and ensure a Curriculum offer that is innovative and market- led and meets the needs of residents, local community and employers. • Research new opportunities; develop, implement and monitor new courses. • Ensure staff achieve high performance through effective operational delivery. • Ensure that the provision complies with the conditions and requirements of appropriate funding agencies and that performance and quality targets are met. • Keep abreast of national curriculum developments, particularly in the allocated curriculum areas, and ensure any developments are implemented and shared with tutors and wider college staff in a timely order. • Ensure curriculum planning is underpinned by the quality improvement processes, the Education Inspection Framework and other local and national government priorities, Council priorities and the College's own strategic and business plans. • Manage the curriculum planning for the allocated curriculum areas, ensuring the plans meet the financial requirements and offer value for money and increase income for the college. • Lead and develop the initial assessment / course approval process for the allocated curriculum area. Ensuring the process aligns to the cross college process and is comprehensive and enables learners to engage and enrol on the correct level of course, support needs are identified and appropriate measures are put in place to. <p>Leadership</p> <ul style="list-style-type: none"> • To demonstrate an effective model of standards, professionalism and promote a positive culture through strong leadership; building effective, efficient, flexible and capable curriculum teams that achieve curriculum targets. • Manage the recruitment, selection, induction and ongoing development and coaching of staff in the area, where appropriate and in line with the college HR process. • Complete annual performance management/or probation meetings with staff, ensuring staff have stretching targets set, which are aligned to the curriculum and college. Including one to one meetings to monitor and support staff. • Manage any absence, conduct, capability, or grievance issues regarding staff in accordance with Council procedure and arranging cover for absent staff. • Promoting a culture of continuous quality improvement across the curriculum area through setting robust quality improvement objectives with staff and monitoring progress to ensure achievement. • Organise department meetings, setting the agenda which will include departmental development sessions. • Ensure tutors effectively plan courses, lessons and assessment and implement schemes of learning, course materials, lesson plans and assessment schedules of the highest quality. • Use and analyse management information data, to set ambitious quality and performance targets for delivery that are above national benchmarks. • Develop high quality resources and information to support marketing in promotion of the curriculum area and courses, including attendance at key events throughout the year. • Take responsibility for promoting and safeguarding the welfare of all learners and staff, by being the allocated Safeguarding officer for the curriculum area. <p>Quality of Education</p> <ul style="list-style-type: none"> • Manage the Curriculum and Quality to ensure that teaching, learning, and assessment is outstanding for all learners within the curriculum. • To write the annual SAR (Self-Assessment Report) for the curriculum area, and the QIP (Quality Improvement Plan) ensuring these are updated monthly and align to college and national targets. • Lead on continuously raising standards, improving attendance and achievement/pass/retention and progression rates in the curriculum area. • To ensure learners who have declared a learning difficulty, disability or financial need receive the available Support and that learning support is effectively integrated into courses. • Complete departmental internal audits, in the timeframe allocated by the quality team, ensuring detailed reports are available which identify the strengths, risks and opportunities for the department and college. • Monitor & coordinate all assessment and internal verification for the curriculum areas, ensuring all preparation and administration processes are completed for any External Quality Assurance visits /audits. • Ensure the College's quality assurance processes, policies, and procedures, which are, aligned to best practice, Ofsted, funding agency requirements, including for Safeguarding,
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	<p>Prevent, British Values and Health & Safety, are rigorously applied and implemented, continuously monitored and improved as well as critically evaluated at all times.</p> <ul style="list-style-type: none"> • Participate in and contribute to the development of the College's OTLA (Observation of Teaching, Learning and Assessment) process, ensuring detailed reports and feedback are written in line with college policy. • Collaborate with the exams team ensuring all regulations for registrations & exam requests are completed in line with college policies.
Organisational Control and Development	<ul style="list-style-type: none"> • Keep under review and develop the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective, and efficient approach to the delivery of services. • Develop working practices and processes that maximise efficient and effective delivery of services to residents, making use of new technology where appropriate. • Application of GDPR and Freedom of Information legislation in their dealings with employers, clients, and file maintenance.
Personal Effectiveness	<ul style="list-style-type: none"> • Deal promptly with all matters requiring the post holder's personal attention. • Participate in the college's duty manager rota to provide effective management oversight for out-of-hours provision. • Be fully conversant with relevant statutory provisions and the Council's constitution, processes and procedures; to develop the full range of professional skills and knowledge to satisfy the requirements of the post. • Establish and develop effective working relationships and productive partnerships with all the relevant partners and prospective partners. • All staff working in the College have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of all staff, clients and students.
Corporate Accountabilities	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate values and responsibilities. These include responsibilities for outcomes regarding Equality Diversity and Inclusion; Conduct & Behaviour; Health & Safety; Data Protection; Safeguarding; and Customer Care.</p>
Flexibility	<p>The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required, which are broadly similar to the job level and scope of competence.</p>

Person Specification		A - I - T
Knowledge & Experience		Method of candidate assessment: A = Application form I = Interview T = Test
Statutory or Mandatory qualifications & Experience:	<p>A first degree level qualification or equivalent in one or more of the curriculum areas</p> <p>Relevant Teaching Qualification i.e. PGCE, Cert. Ed, DTLLS</p> <p>Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.</p> <p>At least 3 years' experience of managing and leading Curriculum and Quality in post 16 education</p>	A
Desirable Qualifications & Experience	<p>Level 3 or above Leadership & Management qualification</p> <p>Experience of Ofsted inspections and Education Inspection Framework</p> <p>A1 Assessors qualification or equivalent</p> <p>V1 Internal Verifiers qualification or equivalent</p>	A/I
Professional Experience	<p>Proven substantial experience of the following in order to do the role</p> <ul style="list-style-type: none"> Developing curriculum that meets the needs of the community and reflects the strategic priorities, the Education Inspection Framework expectations and funding requirements Experience of leading and motivating staff, including performance management in an ACL or FE environment. Managing change in the ACL or FE sector, to ensure learners and staff are kept abreast of changes. Developing, implementing and managing quality improvement systems in either ACL or the FE sector. Improving learner outcomes for achievement, retention and progression Developing and improving teaching practice, including embedding of innovative teaching strategies to engage learners. Managing complex budgets, and ensuring forecasting for budgets align to the wider college Enhance the curriculum offer with enrichment courses and ensuring employers are part of the learner experience Ability to prepare and present reports and other documents for specific audiences to a specific brief. 	A/I /T
Resource Management	Experience of managing budgets and physical resources	A

Skills, Abilities and Competencies		
Profession Advice and Development	<p>Ability to advise and guide staff to maximise effective and efficient performance, balance risks; drive change and support delivery of outcomes.</p> <p>Ability to benchmark, analyse and interpret data and information to identify trends (including data trends) and translate this into insight to effectively provide advice, support informed decision making and enhance policy review.</p> <p>Role model good practice in line with the corporate values, policies and procedures.</p>	I/T
	<p>Communication Collaboration and Influencing</p> <p>Advanced written & verbal communication skills including the ability to produce clear and concise documents, to present reports and brief/train staff and stakeholders at all levels.</p> <p>Good interpersonal skills with the ability to express views and communicate effectively on confidential and sensitive matters to engage, inform and influence a variety of audiences at all levels within and outside the College.</p> <p>High level customer service skills with a business solution focus</p>	I/T

Performance and Standards	<p>Ability to work quickly, accurately and to tight deadlines, managing various casework and projects across a range of related subjects</p> <p>Able to work flexibly and adapt quickly to changing circumstances.</p> <p>Ability to use technology to improve services.</p>	I/T
Effective and Collaborative Team Working	<p>Ability to inspire and motivate staff to develop and provide high quality learner experience</p> <p>Ability to provide clear expectations to staff on performance standards, continuous improvement and aligning delivery to corporate and service level plans.</p>	I/T
Personal attributes	<p>Forward thinking, innovative and creative thinker, with the ability to anticipate and understand challenges and opportunities and prepared to identify and consider different approaches to achieve the desired solution.</p> <p>Highly developed organisational skills with the ability to identify and manage high workloads often with competing deadlines, including the outputs required from those who you may have responsibility for</p> <p>IT literate in line with the requirements of the role and understanding of maximising digital technology to benefit organisations</p>	I/T

Other Considerations

Working Pattern and travel	The role may occasionally be required to work irregular working patterns (with reasonable notice) in order to attend certain events and meetings. The post holder should be able and willing to work flexibly during these periods.
Safeguarding Disclosure and	Enhanced DBS required and sign up to the update service required
Special Factors or Constraints	None.

Specialist requirements for specific roles

HOC&Q SEND	<p>Specialist SEND management experience in a similar setting</p> <p>Qualified Specialist SEND teacher</p> <p>Experience of Safeguarding vulnerable Adults and acting as a Safeguarding Officer</p>
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