

**Job Title: Director of Curriculum & Support**

**Responsible to:**

The Directors of Curriculum & Support are line managed by the Vice Principal, but report to the Vice Principal and Deputy Principals for aspects of their work relating to their specific portfolios:

The Vice Principal for curriculum planning, delivery and staffing;

The Deputy Principal (Welfare & Progression) for student support, course and guidance provision as well as safeguarding;

The Deputy Principal (Quality) for quality matters.

**Responsible for:**

Supporting the Senior Management Team in delivering the strategic objectives of the College.

**Curriculum & Quality**

1. Supported by Heads of Subject and Senior Tutors, leading a team of teachers and tutors in their teaching and tutoring roles.
2. Managing and directing curriculum provision within the Faculty, including having line management responsibility for Heads of Subject/Course Coordinators
3. Operational and strategic planning in the Faculty, working to the VP.
4. Quality assurance in all aspects of the Faculty's work, supported by the IQRA.
5. Holding regular 1 to 1 meetings with individual Heads of Subject, Heads of Subject as a group, whole faculty, Lead Tutor team, other Directors of Curriculum & Support and Faculty tutors.
6. Managing professional review and staff development
7. Managing the budget cycle within the Faculty
8. Participating in the College's liaison/marketing activities with feeder schools and liaison with the marketing team re. positive news stories to be shared
9. Carrying out activities to ensure up to date working knowledge of curriculum and teaching and learning within the Faculty
10. Implementing the Health and Safety Policy within the Faculty

**Pastoral**

1. Managing the guidance provision and the work of Senior Tutors within the Faculty including having line management responsibility for Faculty Senior Tutors, Faculty Administrator/s, UCAS adviser

2. Managing all aspects of student support, progression and attendance within the Faculty
3. Holding weekly pastoral meetings with Faculty Senior Tutors and Faculty Administrator delegating to Senior Tutors as appropriate on matters to do with student support and pastoral provision.
4. Working with the Head of Tutorial Programme, oversee the planning and delivery of the tutorial programme for Lower 6, Upper 6 and Level 2 students.
5. Supported by the DP (W&P), managing all aspects of student discipline in the Faculty where this lies within the scope of the Director of Curriculum & Support according to the Disciplinary Policy, including communications with parents, recording and reporting of cases.
6. Undertaking and maintaining training to DSL level, being a member of the College's safeguarding team, and acting as the first port of call for safeguarding concerns within the Faculty.
7. Participating in half termly meetings of the safeguarding team, taking responsibility for recording and reporting updates on student cases assigned to them.
8. Supported by the DP (W&P), leading on safeguarding cases assigned to them which would usually be within the Faculty, liaising with parents, external agencies and other members of College staff as necessary.
9. Recording and reporting safeguarding concerns internally and to external agencies in accordance with safeguarding legislation and College policy.
10. Leading on students in crisis or following critical incidents, implementing the College's Fitness to Study Policy and Return to Study Protocol.
11. Supported by the DP (W&P) managing the requests and approval of repeat years of study and restarts for students within the Faculty.
12. Managing the UCAS application process within the Faculty, including directing the work of UCAS advisers and Senior Tutors in this regard and, along with other DoCS's deliver whole college training on all aspects of UCAS and other progression applications.

### **Other**

1. Participating in weekly Students & Guidance, Curriculum & Quality, and Pastoral Leadership Team meetings and other management meetings as appropriate
2. Completing approximately 25 admissions interviews each year
3. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
4. Prioritising the safeguarding of all students and participating in training on safeguarding matters
5. Undertaking such additional duties/responsibilities as may be reasonably directed by the Principal.

6. Undertake additional cross-college responsibilities as required.
7. To undertake teaching or tutoring commitment as required, up to a maximum of 3 sessions
8. Working collaboratively with the team of Directors of Curriculum & Support to ensure consistency and quality of provision across the College.

**Notes:**

The nature and grading of this post is such that Directors of Curriculum & Support will be expected to work in College for an additional ten days over and above the normal 195 days for the College's teaching staff. Dates will be agreed in advance with SMT

January 2022

**Post: Director of Curriculum & Support**

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> <li>• Leadership or management training</li> </ul>	Application/interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Highly experienced SF teacher</li> <li>• Experience as Head of Subject, Head of Department, Lead or Senior Tutor or such in a SFC or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience in both a curriculum and pastoral role</li> </ul>	Application/interview
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Exceptional teacher and tutor with detailed understanding of pastoral issues, quality measures and processes and commitment to excellence</li> <li>• Strong management and leadership skills and ability to operate at a significant leadership level</li> <li>• Ability to take leadership and advise in a wide variety of contexts</li> <li>• Excellent organisational skills</li> <li>• Excellent communication skills – written and verbal</li> <li>• Decisive and confident</li> <li>• Ability and willingness to work flexibly as required and without direct supervision, identifying priorities and tasks requiring action</li> <li>• Ability to cope with high pressure situations and changing circumstances</li> </ul>		Application/interview/assessment

	<ul style="list-style-type: none"> <li>• Willing to take responsibility for decisions within the faculty and liaise on such with a wide variety of stakeholders including external agencies</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Awareness of post 16 issues and changes in curriculum</li> <li>• Able to deal sensitively with complex matters</li> <li>• Good knowledge of health &amp; safety issues relevant to the area or commitment to obtain it</li> <li>• Training to DSL level or commitment to undertake such training</li> <li>• Ready to contribute to the wider life of the College</li> <li>• Detailed understanding of safeguarding of children and ability to lead on safeguarding cases</li> <li>• Commitment to the protection and safeguarding of children and vulnerable adults</li> <li>• Commitment to ongoing professional development</li> <li>• Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</li> </ul>		Application/interview