



Assistant Director – A Levels

Job Description

Area	:	Faculty of The Arts and Academic Studies
Salary	:	£45,311 - £54,084
Hours of Work (<i>Full-time/Part-time</i>)	:	Full-time
Line Manager	:	Assistant Principal Curriculum
Responsibility for	:	One cohort (year group) of A level learners for the duration of the two year course. Line Management of Curriculum and Support Staff; : To drive and develop outstanding provision, through innovative and high-quality curriculum delivery; : Provide strong, positive and inspirational leadership in the development and delivery of A Levels; <i>and</i> : Marketing and promotion of the provision to employers and Stakeholders.

Main Purpose of Job:

To drive and develop outstanding provision, through innovative and high-quality curriculum delivery and to take responsibility for the management of a curriculum area in order to ensure that the service it provides:

- Meets the needs of learners, employers and other stakeholders
- Is of the highest possible quality in terms of learner outcomes, benchmarked success rates, teaching and learning observations and learner/employer satisfaction
- Is effective, efficient and provide excellent value for money
- Reflects the vision, mission, aims and values of the college
- Is inventive, developmental and sector leading
- Promotes a culture of excellence and equality
- Is judged as outstanding

The post-holder will be a member of the College Leadership Team (CLT) and will work closely with the Senior Leadership Team (SLT) and Executive Leadership Team (ELT). There are two Assistant Directors leading the A Level curriculum area, each is responsible for one cohort of learners from enrolment to

completion of the two year programme, they will work closely as a team to ensure the overall success of the provision. They will lead the curriculum area of A Levels in line with the College's Vision, Mission and Values.

Key Duties and Responsibilities:

- (1) Provide strong, positive and inspirational leadership in the development and delivery of A Levels to ensure it meets the needs of the learners and delivers a high standard of learning experience and learner satisfaction, in line with the standards and expectations required throughout the College.
- (2) Be responsible for maintaining and developing innovative and challenging curriculum using up-to-date course design strategies, developing teaching, assessment and learning practices to ensure sector leading learning experiences for all learners.
- (3) Ensure the production of high quality schemes of learning across the curriculum area, monitoring their implementation and monitoring the impact of assessment strategies.
- (4) Oversee the tracking and monitoring of learner progress and reporting.
- (5) Monitor and manage learner behaviour and discipline.
- (6) Support, manage and inspire learners to successfully achieve and progress.
- (7) Undertake a strong and supportive line management function including performance management, individual and team development in line with the College's Human Resources policies and procedures.
- (8) Review the performance of curriculum teams using SMART objectives for individual Performance Development Reviews (PDRs) and ensure that Continuous Professional Development of staff takes place.
- (9) Implement appropriate and effective early interventions to address under performance within the Curriculum area leading to sustained improvement, in conjunction with the Assistant Principal.
- (10) Ensure curriculum design and delivery which deploys staff and resources to maximise levels of efficiency and contracted teaching hours, including timetable cover for absent colleagues.
- (11) Be responsible for the implementation and monitoring of College quality systems within the curriculum area, including lesson observations, Self-Assessment Report (SAR), quality improvement plan, Curriculum Area Reviews and user surveys.
- (12) Produce an annual self-assessment report for the curriculum area and quality improvement plan, liaising with academic and support staff as necessary to ensure that the curriculum area achieves a judgement of outstanding.
- (13) Ensure the quality systems are rigorous and encompass all Curriculum activities and improvement targets, implementing and reporting actions as required.
- (14) Ensure all data relating to curriculum activity is recorded on time and is accurate including the maintenance of accurate timetables, registers and the collection of learner recruitment, retention, and achievement against targets set.
- (15) Manage delegated resources and budgets effectively to achieve best value by managing the risk/responsibility for all income and expenditure and identifying new income streams including an entrepreneurial approach to funding curriculum development.
- (16) Manage the learning resources, teaching environments and corridor displays to maintain the collegiate ethos, curriculum area identity and quality of visual stimulus for learners.
- (17) Responsible for the standards of verification and moderation within the Curriculum area including liaison with awarding bodies as appropriate.

- (18) Identify and respond to market opportunities ensuring effective recruitment leads to viable group sizes and to develop the range and quality of courses available.
- (19) Recognise, celebrate and share good practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
- (20) Network across the UK to seek out outstanding and sector leading practice in curriculum areas that will ensure the College is at the forefront of innovation and development.
- (21) Work closely with all functional and faculty leads e.g. marketing, international and work based learning to increase recruitment, develop strong industry links, monitor learner and employer satisfaction and continually raise standards.
- (22) Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
- (23) Represent the College on School and/or Trust Governing Bodies.
- (24) Carry out duty manager responsibilities on a rota as part of the duty team.
- (25) Undertake an appropriate teaching commitment which may include timetabled lessons, cover and/or delivery of modules.

Generic Duties and Responsibilities:

- (26) Promote a culture of innovation, excellence and equality
- (27) Reflect the vision, mission, aims and values of the college
- (28) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (29) Contribute to the development of and ensure compliance with College policies, procedures and agreements
- (30) Contribute to whole College strategic and operational management through participation in formal committees and meetings and work closely with other staff to resolve College wide problems and issues.
- (31) Contribute actively to the risk management of the College.
- (32) Promote and implement the College's strategies on equality, diversity and safeguarding.
- (33) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
- (34) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
- (35) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college campuses and locations.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Assistant Director – A-Levels Person Specification

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Application Form	*Test	Interview	Qualificatio	References
<u>Essential</u>					
• Degree (<i>or equivalent</i>) in relevant discipline	✓			✓	
• Teacher trained (<i>PGCE or CertEd</i>)	✓			✓	
• GCSE Grade C (<i>4/5</i>) or above in English and Maths	✓			✓	
<u>Desirable</u>					
• Further degree / Management qualification	✓				
<u>Essential</u>					
• An open management style that motivates and inspires others to achieve outstanding results and builds a cohesive team	✓	✓	✓		✓
• Experience of leading change to bring about improvements in learner outcomes	✓	✓	✓		✓
• Managing quality processes and procedures to secure improvements and high achievements	✓	✓	✓		✓
• Ability to implement and maintain high expectations of staff and learners.	✓	✓	✓		✓
• Successful experience of teaching and coaching A level learners.	✓	✓	✓		✓
• Good knowledge of effective assessment and intervention strategies that ensure all learners make progress.	✓	✓	✓		✓
• Ability to embed equality and diversity within all elements of teaching with an awareness and understanding of equality and diversity matters in the workplace and the community	✓	✓	✓		✓
• Managing a robust and rigorous but supportive lesson observation process and achievement of sector leading standards	✓	✓	✓		✓

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation/Quality discussion

	Application Form	*Test	Interview	Qualification Certificates	References
<ul style="list-style-type: none"> Excellent working knowledge of latest national quality standards e.g. Ofsted 	✓	✓	✓		✓
<ul style="list-style-type: none"> Robust data analysis of complex information to inform quality improvement and decision making. 	✓	✓	✓		✓
<ul style="list-style-type: none"> Excellent numeracy and digital literacy skills 	✓	✓			✓
Essential					
<ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to college</i>) and to translate ideas into actions. 	✓	✓	✓		
<ul style="list-style-type: none"> Emotional intelligence, self-awareness and confidence 	✓	✓	✓		✓
<ul style="list-style-type: none"> The leadership qualities necessary to inspire others to embrace and implement those plans with enthusiasm 	✓	✓			
<ul style="list-style-type: none"> The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources 		✓	✓		
<ul style="list-style-type: none"> Able to appropriately challenge staff and hold honest conversations 		✓	✓		✓
<ul style="list-style-type: none"> Accuracy and attention to detail 	✓	✓	✓		✓
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 	✓	✓	✓		✓
<ul style="list-style-type: none"> Flexible approach to working 	✓	✓	✓		
<ul style="list-style-type: none"> Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community 	✓	✓	✓		✓
<ul style="list-style-type: none"> Commitment to on-going professional development for self and others 	✓	✓			✓
Other requirements for employment					
Essential					
<ul style="list-style-type: none"> Enhanced DBS check 					

The College is a public authority and a part of the local community, as such any staff in a leadership or public facing role will have a short profile and photograph published on the College website. If you have any concerns about this or would like to know more about how your personal data is used, please see our <https://www.ccs.ac.uk/privacy-statement/> or contact dataprotect@ccsw.ac.uk

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