



Assistant Director – Foundation English & Maths

Job Description

Area	:	Faculty of Services, Foundation English & Maths
Salary	:	£45,311 - £54,084 (<i>per annum</i>)
Hours of Work (<i>Full-time/Part-time</i>)	:	Full-time Fixed Term Cover
Line Manager	:	Assistant Principal
Responsibility for	:	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 Foundation English & Maths; <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 totake 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). The Assistant Director will lead the curriculum area of Foundation English & Maths 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 Foundation English & Maths 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 ensuring sector leading learning experiences for all learners.
- (3) Ensure the production of high quality schemes of work across the curriculum area, monitoring their delivery, supervising assessment strategies.
- (4) Oversee the tracking and monitoring of learner progress and reporting.
- (5) 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.
- (6) 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.
- (7) Support, manage and inspire learners to successfully achieve and progress.
- (8) Monitor and manage learner behaviour and discipline.
- (9) 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.
- (10) 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 and maintains a judgement of outstanding.
- (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) Ensure the quality systems are rigorous and encompass all Curriculum activities and improvement targets, implementing and reporting actions as required.
- (13) Implement appropriate and effective early interventions to address under performance within the Curriculum area leading to sustained improvement, in conjunction with the Assistant Principal.
- (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 success rates 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) Develop collaborative approaches to curriculum delivery to create efficient and dynamic curriculum.
- (20) Recognise, celebrate and share good practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
- (21) 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.
- (22) 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.
- (23) Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
- (24) Represent the College on School and/or Trust Governing Bodies.
- (25) Carry out duty manager responsibilities on a rota as part of the duty team.
- (26) Undertake an appropriate teaching commitment which may include timetabled lessons, cover and/or delivery of modules.
- (27) Actively develop innovative partnerships with external stakeholders and businesses to obtain donations of materials and expertise to ensure learners are working with the latest industry standard technology and consumables.
- (28) Minimise reliance on College's own budgets for funding consumables and course materials

Generic Duties and Responsibilities:

- (29) Promote a culture of innovation, excellence and equality
- (30) Reflect the vision, mission, aims and values of the college
- (31) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (32) Contribute to the development of and ensure compliance with College policies, procedures and agreements
- (33) Contribute to whole College strategic and operational management through participation in formal committees and meetings and work closely other staff to resolve College wide problems and issues.
- (34) Contribute actively to the risk management of the College.
- (35) Promote and implement the College's strategies on equality, diversity and safeguarding.
- (36) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
- (37) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
- (38) 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 – Foundation English & Maths Person Specification

	Assessment Method					
	Application Form	*Test	Interview	Psychometric	Qualificatio	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• Degree (<i>or equivalent</i>) in a 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	✓					
• Assessor/Verifier Awards	✓					
Skills and Experience						
<u>Essential</u>						
• An open management style that motivates and inspires others to achieve outstanding results	✓	✓	✓	✓		✓
• Strong team building skills	✓	✓	✓	✓		✓
• Successful experience of teaching and coaching learners of varied ages, backgrounds and abilities	✓		✓			✓
• 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	✓	✓	✓			✓
• Understanding of the assessing and verifying required by relevant awarding bodies.	✓		✓			✓
• Managing quality processes and procedures to secure improvements and high achievements	✓		✓			✓
• Managing a robust and rigorous but supportive lesson observation process and achievement of sector leading	✓		✓			✓

standards						
• Working knowledge of contemporary curriculum and assessment developments	✓		✓			✓

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification	References

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

Skills and Experience (continued)						
• Excellent working knowledge of latest national quality standards e.g. Ofsted	✓		✓			✓
• Proven record of integrating curriculum and business support areas to create sector leading learning resources and learner experiences	✓		✓			✓
• Robust data analysis of complex information to inform quality improvement and decision making.	✓	✓	✓			✓
• Excellent Numeracy and digital literacy skills	✓	✓				✓
• A proven record of developing innovative partnerships with external stakeholders and businesses to obtain donations of materials and expertise to ensure learners are working with the latest industry standard technology and consumables	✓		✓			✓
• Industrial/commercial experience.	✓		✓			✓
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions.	✓		✓			
• Emotional intelligence, Self-awareness and confidence				✓		
• The leadership qualities necessary to inspire others to embrace and implement those plans with energy and enthusiasm	✓			✓		
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Able to appropriately challenge staff and hold difficult conversations			✓	✓		✓
• Accuracy and attention to detail		✓		✓		
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓		✓		
• Flexible approach to working	✓	✓	✓	✓		
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community						
• Commitment to on-going professional development for self and others	✓				✓	
Other requirements for employment						
<u>Essential</u>						

- 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.

Updated: September 2024