

# Job Description & Person Specification



## Director of Core Skills (ESOL, English and Maths)

<b>Salary:</b>	£48,306 per annum inclusive
<b>Hours:</b>	36 hours per week
<b>Leave:</b>	35 days per annum plus Public Holidays
<b>Responsible to:</b>	Executive Director in Curriculum
<b>Areas of responsibility:</b>	Quality of English and Maths programmes across College including Functional Skills and GCSEs Adult English and maths provision ESOL pre-16 and ESOL Threshold
<b>Line management of:</b>	Curriculum and Quality Team Managers: <ul style="list-style-type: none"><li>- English</li><li>- Maths</li><li>- ESOL Threshold and pre-16</li></ul>
<b>Location:</b>	This post will initially be based at the Main Campus, Isleworth

### Purpose of the post:

1. To develop a vision and provide the leadership and management to ensure that the curriculum is up to date, innovative, and relevant, and meets the progression needs of students into further or higher education or work.
2. To provide the leadership and management for excellent teaching and learning which enables every student to succeed.
3. To create a culture within the department and College where learning is purposeful and fun, and staff and students contribute to and participate in this culture.
4. To build and lead a team of Curriculum and Quality Team Managers, supporting them in their quality improvement, curriculum planning and development, and staff and student management and development roles.
5. To be an active member of the College's Senior and College Management Teams, working with others to set objectives for growth and development and to make best use of resources and contribute to positioning the department and the College as a recognised centre of excellence.
6. To make an effective contribution to quality improvement through being the strategic lead for English, Maths and ESOL.

## **PRINCIPAL RESPONSIBILITIES AND TASKS**

### **1. Leadership and management**

- a) To develop a vision for the department and build the capacity of the team to realise this vision.
- b) To provide principled and practical leadership on equality, inclusion and diversity, and to place these values at the core of the all department's activities – teaching and learning, management and team work, the use of resources and the physical environment.
- c) To keep abreast of policy initiatives and trends to help in 'future proofing' the work of the department and ensuring it remains exciting and relevant to students, employers and further and higher education providers.
- d) To create a culture in the department that enables managers, teachers and support staff to provide teaching and learning and courses that are up to date, innovative, relevant and meet the progression needs of students.
- e) To build a team able to provide highly effective teaching and learning which is fun and enables students to succeed
- f) To build the capacity of the Curriculum and Quality Team Managers and other staff you directly manage.
- g) Be an active and collaborative member of the Senior and College Management Teams.

### **2. Curriculum and Quality**

- a) Lead on curriculum innovation and development across the department and the College.
- b) Provide a curriculum which embeds equality and inclusion, and promotes the benefits of diversity.
- c) Encourage an active and experimental approach to teaching and learning which is student centred and personalised.
- d) Plan and ensure the development of a range of courses which meet student, employer, further and higher education needs.
- e) Lead on the development of an analytical approach which uses college data to monitor and evaluate outcomes and impact.
- f) Lead and manage curriculum and course review processes which are 'self and team critical' and lead to appropriate celebration and improvements within the annual cycle of self assessment.
- g) Set and monitor targets/KPIs for recruitment, attendance, retention, achievement and success.
- h) Provide the overall management to ensure an effective department response to the recruitment and enrolment of students.
- i) Ensure effective use of feedback from students, employers, parents and carers, higher education providers, work based learning providers which is directly used to inform and improve pedagogy, success and progression.
- e) Implement the annual schedule of appraisal and teaching and learning observations, and ensure that these result in improved staff performance.

### **3. Student support**

- a) Lead on and provide management for student behaviour, attendance and discipline.
- b) Support the management of the tutorial processes and contribute to the development of these.
- b) Provide expectations for the enrichment of the students' learning experience, for example, work experience, visits, speakers, events.
- c) Ensure that students' support needs are met and that these contribute towards success.
- d) Consider and address the impact of poverty, deprivation and discrimination through support activities.

### **4. Staff management**

- a) Apply the college values and principles to the management of staff, adopting a collaborative, equitable and respectful style of management.
- b) Ensure that staff management is in accordance with college personnel policies and procedures.
- c) Ensure induction for new permanent and agency staff.
- d) Audit staff development needs, identify staff development plans and support monitoring and review of the outcomes and impact of these.
- e) Ensure that there is an accessible system of communication in the department which maximises staff contributions and staff feedback, and develops collaborative working.

### **5. Resource management**

- a) Manage the departmental budget within financial regulations and comply with the college financial regulations.
- b) Prepare and implement staff, room and course timetables, maximizing use of full and part-time staff and accommodation.
- c) Use resource management to promote college values.
- d) Take a lead role in ensuring effective implementation of Health and Safety policies and procedures.
- e) Agree and monitor income targets and work with MIS to maximise funding.

### **6. General**

- a) Carry out allocated teaching and associated duties in an appropriate curriculum area. The hours of class contact to be undertaken will be reviewed at intervals and will be determined in the context of the demands of the management role and the needs of the college.
- b) As a member of the management team of the college, undertake evening and Saturday duty in accordance with the Duty Rota and ensure adequate cover for other cross college events.
- c) Adhere and comply with the college financial regulations.
- d) Undertake such other duties at appropriate levels of skill and responsibility as may be required.
- e) Actively promote college policies and ensure that managers and staff understand their responsibilities in relation to these.

# Person Specification

Please study the items in this person specification carefully and when completing your application form.

For this post we are looking for a person who can bring creativity and inspiration to the role, transforming the area into one where the curriculum is outstanding and outward-facing. There are four key requirements for this post and these are embedded in all the criteria:

- **Leadership** – a vision for the curriculum and a strategy to turn it into reality
- **Creativity** – an imaginative, sustainable and systematic approach to quality improvement
- **Empowerment** – a style of management which is pro-active, collaborative and consistent, and matches our values and principles
- **Equality** - translating the challenges faced by young people who experience poverty, deprivation, discrimination into curriculum strategies and high achievement

We need practical evidence of how well you meet each of the following criteria.

## Qualifications

- 1 A recognised teaching qualification; ideally with a relevant subject specialism
- 2 Two years' experience managing a curriculum area within the Subject Sector Area - Preparation for Life & Work such as ESOL and/or English and maths
- 3 Have undertaken continuous professional development, particularly in these three areas:
  - Curriculum innovation
  - Excellence in teaching and learning
  - Management and leadership

## Skills and experience

- 4 **Policy environment:** have an understanding of current policy for post-school education and Preparation for Life & Work and be able to translate these into curriculum strategies.

With a focus on:

- Policy developments
- Funding arrangements
- Impact on the future curriculum

- 5 **Equality and diversity:** be able to provide leadership on equality and diversity, and apply them to the management of staff, the curriculum and resources.

With a focus on:

- A vision for the curriculum
- Practical application to programme areas, and to teaching / learning and support
- Creative ideas to promote learners' access, treatment and attainment
- Expand and use the diversity of the staff team
- Create a secure, respectful and inclusive team culture

- 6 **Practical leadership – the curriculum:** be able to apply a vision and strategy to the development of the curriculum.

With a focus on:

- Clear direction
- Creative ideas
- Practical application
- Collaborative working

- 7 **Practical leadership – staff:** be able to manage a team and individuals in line with the college values and principles.

With a focus on:

- Collaborative working
- Structured support systems
- Set and maintain high standards
- Promote diversity and development
- Creative environment

- 8 **Quality and equality:** be able to ensure excellence in teaching and learning.

With a focus on:

- Setting standards
- Working collaboratively
- Monitoring progress and outcomes

- 9 **Resources:** be able to manage financial and human resources.

With a focus on:

- Attention to detail and accuracy
- Systematic monitoring
- Informed and practical approach to Health and Safety
- Confident in reading financial data
- Informed and creative application of funding
- Creative solutions for efficient resource use

- 10 **Information:** be able to analyse and interpret complex data.

With a focus on:

- Use and interpret data
- Communicate data to others
- Use data and evidence for strategic planning

**11 Managing change:** be able to manage complex change.

With a focus on:

- Leadership – vision and purpose
- Clear outcomes and planning
- Collaborative and supportive working

**12 Communication:** be able to write clear, complex, jargon-free reports, talk to groups, chair meetings, articulate a case, and be empathetic, respectful and clear in one-to-one meetings

With a focus on:

- Clear and appropriate to audience
- Structured and thoughtful
- Complex ideas in simple language

**13** Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date: 17<sup>th</sup> March 2021**

**Reference no: 4LSS002**

**The Selection process will take place over two days.**

**Day 1 — Selection task March/April 2021**

**Day 2 — Formal Interview March/ April 2021**

# Conditions of Service

**Contract:** Permanent  
Full time

**Hours:** 36 hours per week

**Salary:** £48,306 per annum Inclusive

The salary offered for this post will be a spot salary on the Management Spine at point 10 of the Management Spine scale.

Spot salary means there is no entitlement to any incremental pay increase.

**Pension:** Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.

**Annual Leave:** 35 days per annum plus public holidays.

**Teaching Qualifications:** Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.

The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.

**Probation:** Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.

**Disclosure** The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.