COULSDON SIXTH FORM COLLEGE - CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our College's Strategic Plan 2024 - 2029. We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values here.

Coulsdon Campus

Coulsdon Sixth Form College was formed in 1988 on the site of the former Purley High School for Boys which existed from 1914 to 1988. Originally located in Purley, in 1936 it relocated to Placehouse Lane, Old Coulsdon. Our wonderful campus remains in the heart of Old Coulsdon, having had a complete rebuild, which offers exceptional learning facilities to our students, and a fantastic working environment for our staff. In February 2019 Coulsdon Sixth Form College was incorporated into Croydon College, bringing together both of Croydon's Ofsted Good Colleges.

JOB DESCRIPTION – DEPUTY HEAD OF LEARNING

JOB TITLE:	**Deputy Head of Learning** – Health & Professional Studies (Managing courses in BTEC BUSINESS, TRAVEL & TOURISM & AVIATION)
REPORTING TO:	Head of Learning
HOURS:	Coulsdon Academic terms, including 10 Teaching Hours Per Week
SALARY	£50,521 p.a. Incl. London weighting

Overall Purpose

To provide organisational support and leadership for the Curriculum area, focusing on securing consistently effective teaching and learning which leads to excellent outcomes for our students. Working co-operatively fellow managers and staff, to engage in collaborative leadership designed to secure the achievement of the College's strategic priorities.

To line manage staff effectively and promote excellence in the professional practice of teaching, learning and assessment and the support and development of students. To work effectively and cooperatively with other Deputy Heads of Learning to ensure coherent programme/curriculum planning and implementation, universal use of e-learning and MyPT, efficient and effective use of resources and consistent and agreed application of policies and procedures. To (possibly) act as the lead internal verifier for the team and to ensure that internal verification of all awards offered by the team meets national, awarding body and College requirements. To use the Quality Framework to drive improvement in the area

Main Duties and Responsibilities

1. To regularly seek out information about best practice and to devise plans, strategies and systems to enable the team to consistently fulfil the strategic plan and provide high quality teaching and learning for students.

2. To provide leadership and management of the staff team and to deputise for the Head of Learning for the curriculum area as required. This will include participating in the selection of new team members, and being responsible for their induction, appraisal, 1-1 support and supervision and Continuous Professional Development and Learning

3. To ensure that challenging targets are met by the team in relation to recruitment, retention, achievement and financial contribution.

4. To regularly seek out information about the market for recruitment and to support the college in recruiting students with integrity and providing IAG within the college structure.

5. To drive good performance in the team, engaging and motivating staff to create a culture of high performance and staff engagement. Aligning individual and team goals to the college's goals and motivating team members to work towards them.

6. To demonstrate an uncompromising commitment to quality and continuous improvement, addressing any staff performance concerns at an early stage to ensure high quality student experience.

7. To assist Head of Learning for the curriculum area with evaluating performance and driving improvement though: self-assessment, student and team progress reviews, evaluation and improvement of teaching, learning and assessment; use of other evidence to evaluate and drive improvement such as student feedback, feedback from other stakeholders and external inspection and review.

8. To engage in coaching and mentoring of students and staff, creating opportunities for talented individuals to fulfil their maximum potential.

9. To support the development and implementation of a purposeful curriculum which meets the needs of the community including local skills needs, providing clear pathways careers.

10. To inspire students to take responsibility for their performance and to behave in ways which will help them to progress and excel; making interventions as necessary, engaging parents as required and overseeing the behaviour of the students within the pathway in accordance with policies and procedures.

11. To assist the Head of Learning in effective management of all allocated non-staffing resources and ensure operational cost effectiveness in the use of allocated budgets, accommodation and equipment.

12. To oversee online resources, ensuring all students have access to schemes of work, course materials, and study resources so that learners are fully supported to develop as independent learners.

13. Proactively to seek to understand the views and experience of students and use this information to make improvements to the work of the team.

14. To manage student progress across all courses in the curriculum area, ensuring agreed schemes of learning are being followed, assessment and assignment deadlines are being met and students are progressing to plan.

15. To be fully committed to the vision, goals and values of the College, investing time in understanding others' needs and views and extending support to colleagues across the college where extra assistance is needed.

16. To work in a solutions-focused way, helping the team to work quickly and calmly through problems, proactively enlisting the involvement of others.

17. To undertake any other particular duties which may be reasonably assigned to you.

Person Specification

	Essential/ Desirable
Qualifications	
A degree or equivalent qualification	E
Teaching Qualification- i.e. PGCE, Diploma in Education and Training or equivalent	E
Previous teaching and/or managerial experience in English	D
Experience	
Experience of collaborating and building networks with others	E
Experience of raising and maintaining high standards of student attainment and progress	E
A proven track record of excellent teaching and learning in a BUSINESS or TRAVEL & TOURSIM and AVIATION or similar area.	E
Experience of analysing and using student data to develop action plans and improve outcomes	E
Experience of curriculum development	D
Experience of successfully leading and developing a team	D
Up-to date knowledge of developments in research and best practice with regard to learning and teaching	D
Understanding of quality improvement systems and how to devise strategies which will raise the performance bar	D
Skills & Abilities	
Ability to motivate and lead others through change and continuous improvement	E
Ability to raise standards of individual and team performance	E
Ability to identify and assess levels of risk and take appropriate action	E
Ability to foster and promote positive relationships with students	E
Ability to communicate effectively with others	E
Effective coaching and mentoring skills	D
Knowledge and Understanding	
Knowledge of post-16 provision and progression routes.	E
An understanding of the needs and motivations of young people	E
A solid understanding around issues of safeguarding	E
Up-to-date knowledge of developments in research and best practice with regard to	D

learning and teaching	
Personal Attributes	
Brings news ideas and perspectives	E
Communicates with integrity	E
Emotionally intelligent and able to build trust with others	E
Acts fairly and decisively	E
Is assertive when dealing with issues of performance or behaviour	E
Acts as a college champion and strives to improve performance	E
Role models our FREDIE principles and behaviours (Fairness, Respect, Equality, Diversity, Inclusion and Engagement)	E

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Staff Benefits

Apart from our great location at Coulsdon and our fantastic learning facilities, we believe our wonderful staff and positive culture, makes Coulsdon College a great place to work. We also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site Aura Hair and Beauty Salon offering hairdressing, beauty and complementary therapies at competitive prices (Croydon campus)
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group. If you have any questions and would like further information, please do not hesitate to contact hr.recuritment@croydon.ac.uk.

Croydon College | COULSDON SIXTH FORM COLLEGE | Croydon University Centre

