JOB DESCRIPTION

TITLE:	Group Director A Level Strategic Development
GRADE:	Management Spine (Level 2b)
RESPONSIBLE TO:	Principal - Havering
RESPONSIBLE FOR CROSS CAMPUS:	Deputy Group Curriculum Directors Senior Curriculum Managers Teaching staff Support staff

PURPOSE OF JOB:

- To take the strategic lead on the A level provision across the group.
- To drive continuous improvement in the delivery of high-standard teaching, learning and assessment, including the development of pedagogy and teacher research across the Group A level provision through leadership of cross campus staff and the management of resources.
- To lead on the development of staff confidence and abilities to incorporate new approaches and methods to support effective teaching learning and assessment which maximises student achievement and progression across the Group.
- To develop strategies for mentoring and supporting new and underperforming teachers to identify strategies and techniques to continually improve teaching, learning and assessment practices.
- To lead the strategic development of the A level curriculum delivered across the Group and work collaboratively with the GCD Attlee A level Academy on planning and delivery.
- To formulate and execute a clear strategic approach to the curriculum area in partnership with internal and external stakeholders. This will include major employers, employer organisations, funding and other agencies.

- To develop appropriate programmes for groups of learners that facilitate progression to further study or employment and that are compliant with funding rules and agency requirements.

- To take appropriate action to ensure that achievement rates for all provision are above national averages and improving over time. To take decisive action to improve underperforming provision as necessary.

- To work collaboratively with the GCD Attlee A level Academy on the design and delivery of the annual self-assessment process to ensure it accurately identifies all strengths and weaknesses and that all necessary actions are identified and ensure the provision will be developed for learners.

- To be responsible for the achievement of income targets within the curriculum area. To ensure that resources allocated to the area are managed appropriately and within agreed budgets.

- To deputise for the Principal as necessary.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

1.1 As part of the College's management team, to contribute to the overall strategic development of the College.

1.2 To contribute to the strategic development of the College's curriculum offer.

1.3 To engage with external stakeholders and funding bodies to ensure the sustainability and development of the curriculum area.

1.4 To support the development of strategies for teaching and learning and quality improvement and manage the implementation of these with their cross-campus curriculum staff.

1.5 To contribute to the development of the College's Self-Assessment Report. To support the Self-Assessment and Quality Improvement arrangements for their curriculum areas across the college campuses.

2. Managing Operations:

2.1 To take responsibility for the leadership and management of the curriculum through Deputy GCDs and SCMs, creating an ethos which is both inclusive and high achieving.

2.2 To plan and implement an imaginative, appropriate and rigorous programme of courses and qualifications for A level students to meet the priorities and targets of the Group and its funding agencies.

2.3 To ensure that the curriculum offer is appropriately informed by a full understanding of student need and local labour market requirements.

2.4 To represent the College externally on a range of committees, groups and partnership boards concerned with planning and delivering of further education curriculum.

2.5 To contribute to the day to day management of the A level campuses as required.

2.6 To teach 3-6 hours per week excluding cover, team teaching or ad hoc sessions. This should be a regular, timetabled commitment.

2.7 To assist the Principal in all aspects of management of the College's curriculum and operations so as to maximise effectiveness and efficiency across the full range of the College's operations.

2.8 To be responsible for quality assurances processes within their specific curriculum areas of responsibility.

2.9 To work with the Quality team and MIS to produce and analyse key data.

3. Managing Finances:

3.1 To plan and justify the annual budgets for their curriculum areas.

3.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

3.3 To initiate and participate in schemes to generate funds from external sources and manage such schemes where appropriate.

3.4 To actively seek and obtain alternative sources of funding for their curriculum areas, including fund raising and project income.

4. Managing People:

4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.

4.2 To lead on the recruitment and selection of staff across campuses for their area and the designation of their responsibilities and duties.

4.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.

4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.

4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

5. Managing Information:

5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.

5.2 To lead on the monitoring, interpretation and active use of performance data for their cross campus curriculum areas, in relation to attendance, retention, and achievement.

5.3 To promote internal cross campus communication through:

- Ensuring that staff and students are well informed.
- Convening meetings that are participative and focussed and where outcomes are followed through.
- Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.

5.4 To be responsible for the accuracy, timeliness, interpretation and use of statistical data to inform curriculum planning and strategy.

5.5 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Principal.

6. In common with all other Staff:

6.1 To support the College's mission, vision, values and strategic objectives.

6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.

6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

6.4 To implement the College's safeguarding policies and practices.

6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

6.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

6.7 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.