

Job Description: Head of Curriculum, Quality and Transitions

Reports to: Principal

Responsible for: Teachers and Tutors

Salary: Point 33 – 37 (£36,922 - £40,876) FTE – 52 weeks

Hours: 37 hours per week, term time + 3 weeks (as directed by the needs of the college)

Rotherham Opportunities College is an independent specialist college for young people with learning difficulties and autism. The college offers students a wide variety of programmes that are tailored to meet individual needs. The college operates from two sites in Rotherham, staff are required to work at both sites. The role will involve working with students and families during holidays to ensure effective transitions.

The college is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

Overall Purpose of the Role:

- To lead on improving teaching and learning within the college with a focus on supporting students with SEND.
- To be responsible for the management of the learning programmes as agreed with the Principal including the staff, finances and learning resources allocated to each curriculum area.
- To implement an effective model of standards, professionalism and positive culture through strong leadership and building an effective and capable teaching team, ensuring achievements support the college's strategic objectives.
- To ensure recruitment, retention and achievement of students are fully supported and facilitated through a robust transitions process.

Curriculum and Quality

To manage all curriculum areas within the college and be responsible for building effective teams to deliver high quality learning and teaching resulting in high success and achievement rates.

To ensure initial, baseline assessments are comprehensively completed and used to guide students onto the most suitable learning programme for their ability ensuring functional skills are embedded throughout the curriculum.

To implement a wide range of teaching and student-centred learning strategies across the curriculum ensuring achievement and progression of students.

Manage pathway and subject review activities and self-assessment ensuring that programmes are matched to student needs and aspirations and ensure actions are in place to improve teaching, learning and assessment.

Closely monitor attendance ensuring high levels of student attendance and engagement.

Work with the assistant principal to disseminate relevant information in EHCPs to curriculum and support staff as appropriate.

Raise student achievement rates through outcomes to meet recruitment, retention, achievement and destination targets.

Lead on student recruitment activities ensuring recruitment targets are met.

Team and Individual Staff Management

To provide support and training to staff so that the quality of education is at least good.

Encourage collaborative working, sharing of good practice and debate about teaching, learning and assessment.

Ensure a team approach to planning and quality issues.

Encourage and support peer observation, team teaching and visits to other colleges.

Provide encouragement, support and guidance to teachers and tutors, setting and maintaining high standards, in order to continue to raise the quality of teaching across the college.

Line manage teachers and tutors in accordance with the college's personnel policies using a proactive approach with creative problem solving.

Ensure supportive staff induction, supervision and target-setting for teaching improvements and strong mentoring and staff development for individuals.

Student Support

Oversee and monitor all aspects of transitions including student admissions, enrolment, induction, progression and achievement.

Ensure that thorough and high-quality transition and support arrangements are made for all students.

Liaise regularly with teachers and tutors to identify any barriers to student achievement.

Be responsible for promoting good student attendance, punctuality and behaviour.

Work with the head of employability and Project Search to coordinate the pastoral programme (tutorials, work experience) of students in college.

Resource Management and Health and Safety

To ensure the college remains compliant with legislation, Health and Safety, Safeguarding and Equality, Diversity and Inclusion.

Assist the Principal in setting and meeting college targets including student numbers, full cost targets and course viability.

Promote safety for all staff and students ensuring appropriate health and safety activities are in place including risk assessments for the curriculum area.

External Focus

Keep up to date with strategic developments for students with high needs as well as local and national initiatives and ensure, through visits to other institutions, that best practice is disseminated across the college team.

Work proactively to promote the college through participative recruitment activities, taster sessions, open days and visits.

Work with the business manager to ensure marketing materials are produced on time and in the correct format.

General

To foster new partnerships and pursue new market opportunities in line with the college's strategic plan.

To liaise with parents, carers, therapists, local authority representatives and other external professionals.

As a member of the senior leadership team, undertake other duties as may be required.

Safeguarding

To be fully aware of and understanding the duties and responsibilities arising from Keeping Children Safe in Education 2022 and Working Together in relation to safeguarding and child protection as this applies to the worker's role within the college.

To be fully aware of the principles of safeguarding including safer recruitment.

To be a member of the safeguarding team as a designated safeguarding deputy.

PERSON SPECIFICATION

Post Title: Head of Curriculum, Quality and Transitions

Area	Essential Criteria	Desirable Criteria	How this will be assessed
Qualifications	* GCSE Grade 4-9/A*-C in Mathematics and English (or Equivalent)		* A Documentary evidence will also be required
	Degree or equivalent	Management qualification	
	* Relevant teaching qualification e.g. PGCE, Cert Ed, DTLLS		* A Documentary evidence will also be required
	QTS or QTLS		*A
Experience	*Track record and experience of managing people to achieve excellent standards in teaching and learning		A / I
	*Experience of teaching and managing young people / adults with SEN and disabilities	Experience of working within a specialist college	A / I
	Successful track record in improving the quality of standards and teaching and learning demonstrative the ability to motivate and inspire teams to achieve		A / I
	* Experience of Ofsted inspection and the EIF and other regulatory checks related to the delivery of a varied curriculum		A / I
	Experience of working with a wide range of external		A / I

	partners and other stakeholders		
	Experience of contributing towards successful curriculum development resulting in improved effectiveness of the college		
Knowledge and Skills	Good working knowledge of quality assurance processes within a specialist FE sector		A / I
	Knowledge of up to date curriculum developments for students with EHCPs		A / I
	Design plans that align with curriculum area improvement plans		
	Work flexibly to meet the demands of the role		A / I
	The ability to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people		I
	Decision making skills including the ability to think creatively, problem solve and identify opportunities		A / I
	Ability to prioritise, plan, organise and work under pressure to meet deadlines		A / I
	Ability to inspire, motivate and enthuse colleagues with the ability to understand own strengths and limitations and how they impact on others in the college		
Personal Qualities	Good communication skills in a variety of formats with the ability to liaise at all levels		A / I
	Excellent interpersonal skills		A / I
	Ability to use own initiative and manage time effectively		A / I
	Commitment to own learning and development		A / I
	An understanding of and commitment to equal		I

	opportunities issues both within the workplace and the community in general		
Personal Circumstances	A Disclosure and Barring Services records check at enhanced level.		CC
	* Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.)		* A
	Full UK driving license		A / I
	Access to own car and willingness to travel between sites		A / I
Physical requirements	No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).		I / R
	Good attendance record in current/previous employment, (not including absences resulting from disability).		I / R

Car mileage undertaken as part of duties will be reimbursed at casual user rates

Key:

A - Application Form (* Indicates Key shortlisting criteria)

R – References

I – Interview

CC - Criminal Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

Rotherham Opportunities College is committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS checks.

Date: October 2022