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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Director of SEND & Student Experience

**Department:** Curriculum Division

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Vice Principal - Curriculum and Quality

**Reports:** Learning Support Coordinator

Inclusive Practice Coordinator

Curriculum Coordinator for Supported Learning

Residential Coordinator

Safeguarding and Wellbeing Coordinator (x2)

Curriculum Administrator

Student Experience Manager

**Salary / Scale:** Management Spine Band G £50,695.00-£56,146.00 per annum

**Date of Issue:** January, 2023

**Organisation Chart:**

Vice Principal -Curriculum and Quality

Director of SEND & Student Experience

Curriculum Coordinator Supported Learning

Inclusive Practice Coordinator

Learning Support Coordinator

Student Experience Manager

Safeguarding & Wellbeing Coordinators

Residential Coordinator

Curriculum Administrator

1. **Aims and Purpose of the Post**
   1. The Director will report to the Vice Principal, providing inspirational leadership to the student support team, including SEND, learning support, inclusive learning provision, student experience, safeguarding, wellbeing and residential teams.
   2. Champion vulnerable groups including High Needs Learners, ensuring Learning Support is effective in impacting positively on student attendance, retention and achievement.
   3. The effective leadership and direction of the residential function within the College.
   4. Ensure the College compliance in “FE Colleges accommodating under 18’s”, including Health and Safety and all other relevant legislation and models of best practice, including leading on Ofsted inspections regarding the residential function.
   5. Act as one of the Designated Safeguarding Leads for the College and ensure that safeguarding of learners is prioritised.
   6. Responsible for providing an outstanding student experience through high quality Careers Advice, Personal Development Tutorials, student enrichment and enhancement opportunities.
   7. Ensure that inclusive learning (high needs) provision provides high quality innovative programmes which give learners the best opportunities to progress
   8. Ensure all EHCP and high needs learners across college and are fully costed and communicated with the relevant County Councils.
2. **Specific Responsibilities; Supported Learning and Inclusive Practice**
   1. Provide an outstanding student experience through high quality learning support, teaching, learning and assessment, to all students will an identified learning need learners across the College.
   2. Ensure the monitoring and delivery of learning support is providing learners with an identified need with the skills and support they need to be successful.
   3. Ensure the management of access arrangements is robust and that these are identified in a timely way and communicated with the wider College.
   4. Ensure the accurate reporting of additional learning support information.
   5. Lead your teams to drive a high quality student experience through all stages of their learning journey.
   6. Provide an outstanding learning resource and Supported Learning facility.
   7. Enable high needs learners across the College to achieve their potential on appropriate programmes and gain wider relevant skills.
   8. Maintain excellent and up to date links with relevant employers and partners, to ensure programmes are work relevant and to enhance the employability skills of students.
   9. Proactively engage in quality assurance and improvement.
   10. Participate and lead as required in the interviewing, enrolment and induction of students.
   11. Ensure preparation of schemes of work, lesson plans and assessment plans for your areas.
   12. Provide regular timetabled academic and vocational and pastoral support to students.
   13. Network and maintain a dialogue with, parents, employers, relevant professional bodies and stakeholders that will enhance the teaching and learning for the students and the College.
3. **Specific Responsibilities; Student Experience, Safeguarding, Wellbeing and Residential**
   1. To ensure that college policies and procedures related to accommodation and vulnerable learners are implemented and are made available to learners, parents and staff.
   2. To ensure that all College residences provide a welcoming and supportive environment, where all learners feel safe.
   3. To manage the Residential Co-ordinator to ensure the effective operation of the residential function at the College in line with statutory legislation and Ofsted requirements.
   4. To ensure the supervision, leadership, direction and development of a team of Wardens and the residential experience officer, through the effective management of the Residential Co-ordinator.
   5. To liaise with a range of College managers to allocate residential accommodation; with a view to maximising occupancy rates.
   6. To manage the Ofsted action plan for residencies.
   7. To manage the Safeguarding and Wellbeing Coordinators to ensure the effective operation of the safeguarding and wellbeing function at the College in line with statutory and Ofsted requirements
   8. To work with the Safeguarding & Wellbeing Team and the Curriculum teams to maximise attendance, retention and achievement of vulnerable learners including children in care, care leavers, young carers or those learners with an early help assessment, child protection or child in need plan.
   9. To chair case conferences with the curriculum teams and pastoral teams to maximise the success of vulnerable learners.
   10. To effectively support the Student Experience Manager to ensure that pastoral tuition, careers education and enrichment is robust and adding value for students across the College.
   11. To ensure that the dignity and rights of individuals are protected and represented at all times, engender a culture of respect and to protect all learners from bullying and other forms of intimidation and abuse.
   12. To maintain confidential records of all activity, adhering to GDPR legislation.
   13. To manage the transition, enrolment and induction of vulnerable groups of learners.
   14. To prioritise Safeguarding concerns and action as appropriate, involving other staff, managers and senior leaders as appropriate.
   15. To provide Safeguarding, Prevent, KCSIE and policy change training to the wider College staff including all new staff in induction.
   16. Work collaboratively with other College staff to maintain the safety of all learners.

**4.0** **General Responsibilities**

4.1 To promote and adhere to the College’s Safeguarding Policies and Procedures.

4.2 To promote and adhere to the College’s Health & Safety Policies and Procedures.

4.3 To manage student conduct in accordance with College policies.

4.4 To ensure safe working practices and conditions including compliance with health and safety, environmental health and other relevant legislation and codes of practice.

4.5 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

4.6 The active promotion of and commitment to best practice in equality, diversity & inclusion.

4.7 To participate in the management duty rota as required.

4.8 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

4.9 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This Job Description represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

36 days holiday (inc. bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

(\*\* = pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed ;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

**Person Specification; Director of SEND & Student Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Degree qualified or equivalent. | X |  |
| Safeguarding Level 3 or willingness to achieve within 6 months | X |  |
| Level 2 English and mathematics at minimum Grade C or equivalent | X |  |
| Level 3 qualification in a relevant subject area | X |  |
| **Experience & knowledge** |  |  |
| Extensive knowledge of funding for SEND students. | X |  |
| Successful record of achievements in teaching and learning, delivery and attainment | X |  |
| Successful record of implementing innovative curriculum developments and enhancing student achievement rates | X |  |
| Experience of Ofsted inspections both mainstream and residential |  | X |
| Experience of managing a large, diverse team | X |  |
| Experience of managing high needs learners or student support provision across an organisation | X |  |
| Experience of costing out provision for high needs learners or ability to learn quickly | X |  |
| Experience of working with a variety of agencies and external organisations | X |  |
| Experience of being Designated Safeguarding Lead | X |  |
| **Ability/ Skills** |  |  |
| An ability to monitor financial, staff and physical resources to deliver outstanding outcomes | X |  |
| Ability to manipulate and interrogate data to drive continuous improvement | X |  |
| Evidence of successful curriculum management and a commitment to the future development of curriculum management strategies | X |  |
| Evidence of external partnership development and working effectively with external agencies for the benefit of learners and the College | X |  |
| Demonstrable evidence of improving learner achievement and a clear vision of future strategies that will result in outstanding outcomes for all | X |  |
| A commitment to a learner-centred approach and to strategies that will place the learner at the centre of all developments | X |  |
| An ability to administer and deliver continuous improvement in both the quality of provision and the learner experience, in line with the College’s quality assurance agenda | X |  |
| Excellent communication skills both oral and written | X |  |
| **Personal Attributes** |  |  |
| Willingness and ability to work at any site or location given reasonable notice | X |  |
| Willingness and ability to work flexibly throughout the week | X |  |
| A commitment to the expected corporate behaviours associated with working at Moulton College | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the College

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the College
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs

Challenges others when they are not promoting equality and valuing diversity