**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Head of School – Learning Support

**Department:** Curriculum Division

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

**Teaching Hours:** up to 6 hours per week and cover arrangements as and when required

**Responsible to:** Director of Quality Improvement and Student Support

**Reports:** Associate Programme Coordinator

Lecturers

**Salary / Scale:** Management Spine – Band D (£38,650.00 - £43,263.00 per annum)

**Date of Issue:** July, 2020

**Organisation Chart:**

Director of Curriculum & Quality Improvement

Lecturers

Head of School

Assoc. Programme Coordinator ALS Funding

Assoc. Programme Coordinator Access arrangements

Assoc. Programme Coordinator Supported Learning

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1. **Aims and Purpose of the Post**
   1. The Programme Leader will report to the Director of curriculum and Quality Improvement, providing inspirational leadership to curriculum area teams, including learning support and high needs learners, as well as the learning support team and access arrangements team.

You will be responsible for providing an outstanding student experience through high quality teaching, learning and assessment while ensuring the provision of first class student resources. Through effective leadership and management of your curriculum area and teaching teams, the Programme Leader will ensure all students are able to achieve their potential and their qualifications.

* 1. The Job Purpose is to:
* Provide an outstanding student experience through high quality teaching, learning and assessment to all high needs learners across the College.
* Ensure learning support assistants are provided to those learners with an identified need.
* Ensure access arrangements are identified in a timely way and communicated with the wider College.
* Ensure that high needs provision is fully costed and communicated with the relevant County Councils.
* Ensure the accurate reporting of additional learning support information.
* Lead the course team(s) and provision and drive a high quality student experience through all stages of learning journey
* Involvement in the recruitment, retention and achievement of apprentices and students
* Provide an outstanding learning resource.
* Enable high needs learners across the College to achieve their potential and gain wider relevant skills.
* Enhance employability skills of students.
* Proactively engage in quality assurance and improvement.
* Provide pastoral and Tutorial support as required.

**Specific Responsibilities**

1. **Teaching, Learning and Assessments**
   1. Participate and lead as required in the interviewing, enrolment and induction of students.
   2. Provide high quality teaching, learning and assessment where required, in classroom, workshops/practical areas or as directed.
   3. Prepare schemes of work, lesson plans and assessment plans.
   4. Set relevant work, provide on-going assessment and feedback, and mark and return work within agreed timescales.
   5. Provide appropriate academic/vocational support, referring students to other support agencies as appropriate.
   6. Lead and maintain an effective, efficient professional teaching and learning environment.
   7. Lead the quality assurance and improvement process as required, supporting the embedding of high quality assurance in the team.
   8. Ensure the learning resource materials are up to date, reflect best practice, reviewed and refreshed on a regular basis to the standards agreed in the College.
   9. Contribute to and participate in careers events, open events and parents evenings.
   10. Contribute and lead as appropriate the enrichment of students.
2. **Tutor**
   1. Provide regular time tabled academic and vocational and pastoral support to students.
   2. Provide one to one and group tutorials as agreed or directed.
   3. Maintain excellent and up to date links with relevant employers to ensure programmes are work relevant and to enhance the employability skills of students.
   4. 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. **Programme Leadership**
   1. Provide inspirational leadership and management of the area.
   2. Directly support leadership and management in the area.
   3. Coach, encourage and develop staff reports, undertaking appraisals and performance management in line with College policy.
   4. Contribute to the leadership and management development of colleagues in the College.
   5. Contribute to the development and planning of the curriculum of the area.
   6. Undertake coaching, mentoring, leadership and management, adjusting personal style as required and as appropriate.
   7. Proactively take responsibility for aspects of quality assurance and improvement.
   8. Maintain an effective professional working environment and where necessary discipline or take other action as a required in line with College policy.
   9. Lead the creation and maintenance of high quality course standards, working with Colleagues to continually raise or maintain these.
   10. Maintain appropriate records and ensure that course requirements and standards are adhered to.
4. **Additional Duties**

* 1. Be knowledgeable about equality and diversity and how it is relevant to the area, College and wider community.
  2. Embed equality, diversity and inclusion in all aspects of work of the area, aiming to add value, learning from best practice and promoting equality, diversity and inclusion within the area at all times.
  3. Be knowledgeable and responsible for safeguarding and promote the well-being of students at all times.

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;

Teachers Pension Scheme Health Cash Plan (subject to conditions)

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

On-site Gym Free on-site parking

Subsidised catering

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

Signed (Employee);……………………………… Date;………………………………

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

**Person Specification; Learning Support Programme Leader**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Teaching Certificate minimum Level 3 | X |  |
| Level 2 English and mathematics at minimum Grade C or equivalent. | X |  |
| Level 3 qualification in a relevant subject area | X |  |
| Level 7 qualification for access arrangements (PAPPA) or willingness to achieve within 12 months. | X |  |
| **Experience & knowledge** |  |  |
| Successful record of achievements in teaching and learning, delivery and attainment | X |  |
| Successful record of implementing innovative curriculum developments | X |  |
| Experience of implementing strategies to enhance student achievement rates | X |  |
| Experience of managing a large, diverse team. | X |  |
| Experience of managing high needs learners across an organisation |  | X |
| Experience of costing out provision for high needs learners or ability to learn quickly | 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