



Curriculum Leader (Foundation Learning and Supported Internships)	
Reporting to:	Head of Education Pathways and Foundation Learning
Working Hours:	Full time (37.5 hours per week)
Salary:	£30,208-£35,012 (point 28-34) plus additional responsibility allowance.
Job Code:	PC A2
Annual Leave:	37 days per annum plus 8 statutory days

Job Purpose

The postholder will lead Foundation Learning and Supported Internships teaching provision, ensuring the successful recruitment, retention and achievement of students. Leading and motivating a team, as well as teaching on programmes, the postholder will ensure the delivery of high quality and innovative teaching and learning and ensuring a positive student experience following a RARPA process. Supporting the quality assurance process, the postholder will liaise with internal bodies and external organisations and support the development of Supported Internship and Supported Learning provision in line with key national and local initiatives.

Duties and responsibilities of the job

1. Teaching and Learning

a.	To lead, coordinate and support staff in continuously developing an ambitious curriculum, schemes of work, lesson plans and assessment schedules, in line with college teaching and learning guidance to ensure best practice in teaching and learning and adherence to the full requirements of the Awarding Body.
b.	Ensure that students are supported in developing high quality skills in order that they can progress successfully to employment, further training and/or education.
c.	To provide coaching sessions on provisions within Foundation Learning and Supported Internships.
d.	To prepare course and staff timetables, as directed by the Head of Education Pathways and Foundation Learning, to ensure effective use of staff and college resources in line with college targets.
e.	Ensure high levels of student attendance in all sessions and that all staff undertake prompt completion of registers. Respond swiftly to non-attendance following college procedures.

f.	With support from the Health and Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.
g.	Ensure that student progress is reviewed regularly by all staff, coordinate formal reports and ensure that relevant third parties are informed and improvement is supported where required.
h.	Monitor attendance for all students, setting student targets for improvement where appropriate and ensuring that ensure action is taken and appropriate third parties are informed.
i.	Ensure that the tutorial and Aspire programme supports academic and employment skills development as well as developing personal and social skills and competencies, referring to British Values and safeguarding priorities and that staff with tutorial responsibilities use effective recording procedures for monitoring and setting of SMART progress targets at regular intervals.
j.	Ensure students are enrolled on the correct programme(s) and registered on the correct qualification aims and correctly with and regulatory organisations (within required timeframes).
k.	Ensure individual student learning needs are met by working effectively with staff in learning support and staff delivering on the programme(s) and coordinate Individual Learning Plans, ensuring that appropriate targets are set to challenge and stretch students.
l.	Lead staff recording student grades, marks, meetings and comments according to college policy, using ProMonitor or other agreed formats.
m.	Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value-added performance for allocated programme(s).
n.	Coordinate the use of the MS Teams learning environment to ensure that it is populated and maintained to College expectations at all times by staff and student use is audited to inform self-assessment quality improvement.
o.	Ensure opportunities are created and realised for students to be able to continuously develop their literacy and numeracy skills.

2. Team Leadership

a.	To line manage and mentor team members (with support from the Head of Education Pathways and Foundation Learning) in line with the college HR policies including recruiting, inducting and supporting staff and conducting regular reviews, teaching observations and annual appraisals to assist in the development and training of all staff.
b.	Input agenda items to weekly team meetings. Use this process as a key forum for information / good practice sharing, management direction and team consultation for 14-16 and SI provision.
c.	Develop a positive team culture of praise and developmental feedback in staff can give and receive feedback openly.
d.	Work with the Supported Learning curriculum leadership team to cover staff absences for lessons in line with college expectations.
e.	Work the Head of Inclusion and Development to ensure students in receipt of an EHCP have their outcomes met.

3. Course Development

a.	To liaise with schools' liaison and enquiries, advice and guidance teams in support of student recruitment and guidance, attending open evenings and promotional events as necessary to contribute to the positive promotion of Supported Internship and Supported Learning provision.
----	--

- | |
|--|
| b. Support the Head of Education Pathways and Foundation Learning to ensure curriculum innovation and development meet local, regional and national demand and need, anticipating and responding to current practice and supporting new models of learning in line with national changes to ensure a leading-edge provision. |
| c. Work with employers and other stakeholders as required to develop and deliver high quality curriculum. |

4. Quality Improvement

- | |
|---|
| a. To implement the College's Quality Policy, collating and analysing performance data and ensuring that all staff are aware of improvement requirements. |
| b. Collate and monitor student voice information across the curriculum to support the continuous development and implementation of the quality improvement plan. |
| c. Maintain student destination data to inform self-assessment and quality improvement. |
| d. To assist the Head of Education Pathways and Foundation Learning in producing the annual self-assessment report for the curriculum and in conducting the internal audit process, undertaking self-assessment and developing quality improvement plans within area of responsibility. |
| e. Contribute to cross college and curricular-based forums as part of the college quality management procedures and governance arrangements. |

5. Continuous Professional Development

- | |
|--|
| a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| c. Complete all mandatory training as required in line with College expectations. |

6. Other responsibilities and duties

- | |
|--|
| a. Implement and monitor the college operating plan with the Head of Education Pathways and Foundation Learning and contribute to action plans as needed. |
| f. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| g. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| h. Analyse and selectively implement the calendar of key equality and diversity events across the programme. |
| i. Ensure all safeguarding policies and procedures are followed. |

j. Any other duties connected with the post as are reasonably required from time to time

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Have a proven track record of leadership and management experience
b. Hold a relevant teaching qualification for level of programme.
c. Hold a degree / professional qualification or equivalent.
d. Minimum Level 2 in literacy and numeracy
e. Experience of developing teaching, learning and assessment across programme(s) including curriculum materials in subject specialisms.
f. Experience of teaching and assessing with the ability to teach to a consistently good/outstanding standard.
g. Demonstrates successful recent teaching experience in Supported Learning, evidencing specialist subject knowledge in key areas.
h. Excellent communicator with highly developed interpersonal skills.
i. Show a strong desire to see students succeed, evidenced by good or better on key performance indicators for programme(s) as well as demonstrating a clear understanding of the needs of students and how these may be met.
j. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
k. Show a strong desire to succeed, lead a high performing team and work collaboratively across the college.
l. Skills and experience in problem solving and a flexible and adaptable approach.
m. Demonstrate a strong desire to work collaboratively as part of a high performing team.
n. Demonstrate evidence of raising standards.
o. Comprehensive and well-developed IT skills.

Desirable criteria for the post
a. Understanding of quality assurance, curriculum and funding issues
b. Curriculum co-ordination experience

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Other benefits include access to our Employee Assistance Programme, gym access, Cycle to Work Scheme as well as a range of staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal