



Director of Curriculum (Education Pathways and Foundation Learning)

Reporting to:	Vice Principal, FE
Working Hours:	Full time (37.5 hours per week)
Salary:	Up to £59,000
Annual Leave:	30 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Director of Education Pathways and Foundation Learning will provide visionary and strategic leadership for the Division, shaping a high-quality, inclusive and future-focused curriculum that delivers excellence in teaching, learning, achievement, progression and value added. The postholder will drive the strategic development, performance and sustainability of the provision, ensuring it responds to learner need, local priorities and national policy, while advancing Plumpton College's mission and reputation.

The postholder will lead the growth, innovation and external profile of Education Pathways and Foundation Learning, across both funded and commercial provision, positioning Plumpton College as a recognised regional leader in 14–16 education and post-16 Supported Learning within a land-based context. They will foster a culture of high expectations, inclusion and belonging, ensuring barriers to participation and success are addressed and that all learners are empowered to thrive.

The postholder will build and influence strategic partnerships with schools, multi-academy trusts, local authorities, employers, parents and other stakeholders to strengthen learner pipelines, progression opportunities and collaborative working. They will provide strategic oversight of cross-college transition and learner journey arrangements from pre-entry through to induction and progression, and will contribute actively to whole-college strategy, planning and policy through membership of the College Management Team.

Duties and responsibilities of the job

1. *Strategic Development:*

- a. Lead the strategic development and growth of Education Pathways and Foundation Learning, ensuring the curriculum offer is ambitious and aligned to learner need, local priorities and national policy.

b.	Build and sustain strategic partnerships with schools, trusts, local authorities, employers and other stakeholders to strengthen recruitment pipelines, progression routes and the College's regional influence.
c.	Identify and pursue opportunities for innovation, funded growth and new provision, including partnership-based activity, that enhances the College's reputation.
d.	Contribute to whole-college strategic planning, policy development and cross-college initiatives through active membership of the College Management Team.
e.	Represent the College externally in relevant forums, networks and partnerships, promoting Plumpton College as a leader in inclusive land-based education and supported learning.

2. *Leadership and Management:*

a.	Provide strategic leadership and line management across the division, ensuring effective induction, communication, appraisal, performance management and staff development, and securing clear accountability for curriculum delivery, cohort leadership and quality standards.
b.	Lead and develop divisional management capacity, ensuring that Assistant Curriculum Managers and other staff are empowered to deliver operational excellence and sustained improvement.
c.	Lead the effective operational management of the division, including budgets, staffing, timetabling, resource deployment, recruitment activity and open events, to deliver efficiency, growth and an excellent student experience.
d.	Ensure divisional compliance with college policies, financial regulations, ESFA and local authority funding requirements, and health and safety expectations, including robust risk assessment, safe systems of work and accurate documentation for specialist and alternative provision.
e.	Lead strategic partnership working with schools, local authorities, parents/carers, community organisations and internal teams to inform curriculum development, strengthen learner voice and secure a joined-up approach to support, inclusion and progression.
f.	Contribute actively to the wider College Management Team and lead quality assurance and continuous improvement within the division, working collaboratively with cross-college teams to raise standards and deliver strategic priorities.

3. *Teaching, Learning and Assessment. Through your own practice and that of your team:*

a.	Secure consistently high-quality teaching, learning and assessment across the division by establishing effective quality systems, promoting innovation, sharing strong practice and ensuring the effective use of digital technologies and college learning platforms.
b.	Ensure robust assessment, attendance, progress monitoring and intervention arrangements are in place so that students are on the correct programmes,

	achievement is maximised and timely action is taken where performance or engagement falls below expectations.
c.	Ensure accurate, consistent and effective use of student records, monitoring systems and Individual Learning Plans to support compliance, informed decision-making and high-quality learner support across the division.
d.	Work with Assistant Curriculum Managers to implement student conduct procedures and coordinate effective parental or guardian engagement that supports attendance, progress and positive student outcomes.

4. Student experience:

a.	Provide strategic oversight of the learner journey from pre-entry to progression, ensuring effective transition, induction, support and progression arrangements across the division, ensuring students and parents feel confident, informed and well supported from recruitment through to progression
b.	Champion an inclusive student experience that promotes participation, belonging, positive behaviour and effective parental engagement, with timely identification of need and appropriate support for students facing pastoral, academic or learning barriers.
c.	Lead partnership approaches with schools, local authorities, parents/carers and external agencies to remove barriers to learning and secure strong outcomes and progression for vulnerable learners and those with SEND.
d.	Oversee systems for monitoring student progress, assessment, support plans and supported internships, ensuring compliance with ESFA, local authority and Ofsted requirements and evaluating the impact of interventions on student experience and outcomes.

5. Quality Management:

a.	Lead quality assurance and improvement across the division, using student voice, self-assessment, internal audit and performance data to evaluate provision, drive improvement and secure strong outcomes against key performance indicators.
b.	Lead and evidence effective quality management through regular meetings with Assistant Curriculum Managers, ensuring clear communication, standardised practice, collective accountability and timely completion of self-assessment and quality improvement activity.
c.	Contribute to cross-college quality and governance forums, including the evaluation of teaching, learning and assessment, to strengthen the student experience and support continuous improvement across the college.

6. *Continuous Professional Development:*

<p>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.</p>
<p>Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.</p>

7. *College Management Team:*

<p>To contribute to the wider College Management Team and undertake any further duties commensurate with the grade and responsibilities of the post allocated by a member of SMT.</p>

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria
Hold a relevant professional/vocational qualification, or a degree
Demonstrate extensive experience of successfully overseeing Key Stage 3 and 4 provisions in a school environment
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas (14-16 education and supported learning).
Demonstrate experience of managing and/or leading a successful team.
Demonstrate effective skills in leading management of change.
Hold a teaching/assessing qualification.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
Demonstrate a strong track record of improving student outcomes, progression and quality indicators.
Demonstrate a strong desire to work collaboratively as part of a high performing team.

Demonstrate credibility in leading high-quality teaching, learning and assessment, with evidence of improving standards and modelling effective educational leadership.
Be an excellent communicator with highly developed interpersonal skills.
Have effective skills in problem solving.
Demonstrate strong analytical and digital skills, including effective use of management information to inform planning, monitor performance and support decision-making.
Demonstrate effective budget management and the ability to plan and deliver financially sustainable provision.
Demonstrate a strong track record of raising standards, improving quality and leading successful change.

Desirable criteria
Hold a management qualification.
Hold a Master's degree or PhD.

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 faculty 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 30 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 (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial 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 Teachers' 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. There is also free car parking and a competitively priced dining room service.

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.