**Manager of Learning and Inclusion**

Service Area/Centre: Leadership

Hours: Full Time

Responsible to: Principal

*This is a Senior Postholder Appointment*

Responsible for: Cross-College Quality; and support services as outlined within the job description.

**The Position**

This high profile role is cross College for all academic and quality matters, ensuring excellent performance in all areas of activity with a clear focus upon leading Kent’s Specialist College to its first Ofsted Good to Outstanding; leading on HE Review and Teaching Excellence Framework; with SEN and the learner Experience at its core.

As an integral part of the College Leadership Team, the postholder will ensure the needs of employers, Local Enterprise Partnership and other stakeholders is understood and clearly reflected within the curriculum offer.

This position carries overall responsibility for effective stewardship and enhancement of Quality, College-wide; and is the lead point of contact for all Partnerships/Awarding Bodies/Inspection, Local Authorities, Agencies e.g. Ofsted and the Office for Students (OfS).

**Key Responsibilities**

1. Provide effective leadership and management for all academic quality and standards. This includes preparation for all Education Reviews, and Ofsted Inspections.
2. Ensure all sector developments/government education and training policies are reflected as appropriate in the College curriculum offer.
3. Lead on the development and implementation of T-levels and Vocational programmes
4. Provide effective and inspirational people leadership, acting with purpose and integrity at all times; and ensuring the academic/skills profile of staff fully meets the current and planned needs of the College.
5. Provide effective management, leadership and development to all reporting staff through a fully comprehensive suite of performance objectives, via the College Appraisal Scheme.
6. Ensure College curriculum is developed to meet regional, local and national priorities, and provide professional pathways from foundation to higher education learners.
7. Ensure the Student Experience in its entirety, is in keeping with externally benchmarked sector leading Best Practice.
8. In conjunction with the Principal – Finance and Corporate Services, ensure appropriate resources are in place to meet the needs of a current, responsive and sustainable curriculum.
9. Ensure the development, implementation and impact evaluation of all relevant Policies, Strategies and Plans to effectively address all those work streams which fall within the Portfolio.
10. Ensure effective quality assurance procedures are embedded across College.
11. Ensure curriculum managers and staff have in place robust and effective systems which monitor the performance of all aspects and dimensions of the College Curriculum Offer, e.g.:

* Student Progression;
* Student Achievement;
* Student Retention/Attrition;
* Staff Utilisation;
* Staff Profiles/Qualifications, etc.

1. Plan, respond and be the overall lead for all Inspections and Academic Partner Institutions/Awarding Bodies; and ensure the College is compliant with Inspector/External Scrutiny regimes; from inception to end reporting points e.g. Executive Team/Corporation Board.
2. Deputise for the Principal at external events and represent the College to maintain and develop effective links with the business community and employers, schools, local authorities, the local community, external academic and professional bodies, the media, professional bodies and the appropriate government departments and agencies.
3. Fulfill Senior Post Holder responsibilities in respect of employee sickness absence and disciplinary hearings, and grievance appeals.
4. Play a full role in the Business Planning and Strategic Planning cycles in line with the Strategic direction of the College.
5. Ensure, within the areas of responsibility, that line managers operate within budget, achieve targets and achieve on-going improvements and efficiencies in overall performance.
6. Ensure close co-operation with other colleagues over the College budget, staffing, resources and development, ensuring effective and efficient deployment.
7. Be an outstanding Ambassador for the College, building and sustaining effective relationships with a range of stakeholders, including our community and other partnership organisations, and, where appropriate, achieving regional and national recognition for the College’s achievements.
8. Engage with a range of key external stakeholders and partners, so as to position KITE College at the forefront of regional and national developments, in SEND education, training and skills.
9. Undertake any other duties as required by the College and determined through consultation with the Principal.
10. Support the work of the College’s Board of Trustees by attending and participating at sub-committees and providing appropriate and accurate reports including advising on strategy and policy development.
11. Participate and contribute to College Committees including the Learning and Inclusion Board and contribute to the College’s Equality; and Safeguarding Committee.
12. Provide positive and people responsive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the College and the achievement and maintenance of high standards and performance, College-wide.
13. Ensure all Health and Safety requirements are met by positively contributing to a safe learning and working environment ensuring compliance with Health and Safety and Safeguarding Policy and Procedure.
14. Maintain up-to-date knowledge of the sector developments relevant to the remit of the role/position, act in accordance with best practice and provide professional advice, based upon same.
15. Be responsible for the safeguarding and welfare of children and young people vulnerable adults amongst staff and students across the College.
16. Develop and maintain policies and practices which ensure Equal Opportunities, challenge discrimination and promote achievement and inclusion across the College.
17. Work with the Leadership Team and the Principal to identify, evaluate, manage and control risk to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

29. To develop and maintain the College’s Timetable to ensure the curriculum receives sufficient guided learning hours.

30. To assist with the development of whole school Inset by identify gaps in training to ensure staff needs are meet.

31. To monitor professional development courses attended by staff and asses what impact this has on the College – I.e. Value for money.

32. To lead on Student Voice?

33. To manage and engaged social media presence by promoting the College’s values and ethos via popular social media platforms.

1. Any other duties commensurate with the post.

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.