

Leader of Teaching and Learning Curriculum (SEND)

Subject Area:	Teaching and Learning (Curriculum)
Hours:	Full Time
Salary range:	SL1: £43,231 to SL7: £48,690
Responsible to:	Principal
Responsible for:	Cross-College promotion, direction, and oversight of high standards of teaching and learning, learner achievement and progression through effective provision for learners with inclusion needs. This position will also include some additional teaching requirements.

The Position

The post holder will be responsible as the lead for teaching and learning across the college and be expected to apply their own initiative to ensure the continuous improvement and development in line with the KITE College Strategic Development Plan.

The post holder will have line management responsibility for teaching staff and be responsible for their leadership, motivation, and development to ensure that the aims and objectives of the college are met and have responsibility for the operational management of the curriculum ensuring high quality provision, broad and effective use of resources and is flexible to meet needs of all learners.

The post holder will lead the development of the post-16 curriculum pathways across the college for SEND learners ensuring the curriculum meets the needs of individual learners and is personalised to enable them to achieve ambitious outcomes based on preparation for employment and to live healthy adult lives.

The post holder will manage all teaching and learning through guidance and support that will enable staff to provide high quality, aspirational and inclusive learning programmes for all learners. You will also have an agreed number of hours teaching and contact time with learners.

The post holder will be an integral part of the College Leadership, to support the KITE College vision and its direction, supporting and implementing strategies that drive forward the college Strategic Development Plan and make sure the day-to-day running of the college is underpinned by its values and ethos.

Key Responsibilities

Curriculum:

1. To lead the development and delivery of an innovative and visionary curriculum, ensuring that the curriculum is effectively managed, developed, reviewed, and consistently improved.
2. To drive quality initiatives and ensure key performance indicators are met and consistently improved.
3. To identify, highlight and share good practice across the college.
4. To liaise with awarding bodies and other stakeholders to support effective delivery, enhance learner experience and maximise outcome for learners that prepares them for work.
5. Effectively implement quality assurance and improvement processes, in line with both internal and external requirements
6. Provide data that is accurate, complete, and timely and use data in a timely manner to monitor, evaluate and plan improvements.
7. Foster a culture of innovation, including embedding the use of new technologies, equality, and diversity within the curriculum.
8. Oversee all curriculum timetable management and implementation.
9. Manage the processes and operation of initial assessment and diagnostic assessment to ensure that learners are supported effectively and at appropriate levels.

Leadership:

To be part of the college Leadership Team

1. Provide effective leadership and management for all curriculum quality and standards including preparation for all reviews, and Inspections.
2. Ensure all curriculum 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 management, leadership, and development to all staff through performance objectives, via the College Appraisal Scheme.
5. Identify resources needed to meet the needs of learners with SEND and other inclusion needs and advise.

Inclusion:

1. Place the learner learning and success first, by ensuring the conduct and progress of all learners is in line with the college policies and procedures.
2. Ensure systems and processes for supporting learners are well established and used to improve learner success and progression.
3. Monitor and act upon poor attendance, punctuality, and behaviour in line with the College processes and procedures.
4. Ensure learners are given equal opportunity to succeed and learn in a way that makes sense to them.
5. Ensure that all learners feel safe, valued and supported in a way that makes sense to them and that they are treated with respect, dignity and equality at all times.
6. Ensure full implementation of Health and Safety Policies and Procedures including ensuring all reasonably required risk assessments are in place, understood by staff and regularly reviewed.

Standards and quality assurance

1. Support the aims and ethos of KITE College
2. Ensure the curriculum provides a broad and balanced offer to all learners, which includes opportunities to make progress and achieve across all pathways including English, math, wellbeing and mental health.
3. Ensure that all programmes are differentiated and that individual learner needs remain at the centre of the provision.
4. Ensure diversity, equal opportunities and high ethical standards are promoted and embedded into the curriculum and all procedures and practices.
5. To undertake, collate and analyse quality improvement documentation from across the college that will lead to quality improvement outcomes.
6. To address areas of improvement through action planning, monitoring, and reviewing.
7. To be responsible for implementing quality improvement of all teaching and learning
8. To regularly report on progress to the Principal on all matters relating to quality improvement.
9. Ensure effective quality assurance procedures are embedded across college.
10. Ensure curriculum 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.

General Accountabilities:

1. To safeguard and promote the welfare of all young people by being familiar with and aware of the Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a young person.
3. To comply with Health and Safety policies and be aware of your responsibilities in accordance with the Health and Safety at Work Act.
4. To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
5. To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
6. To undertake any other reasonable tasks as are required at the discretion of your line manager.

Job Specification and Criteria

ESSENTIAL

Knowledge of:

- SEND agenda within FE.
- Equality, Diversity, and Inclusion
- Quality Assurance
- Local and regional priorities
- ESFA and Ofsted frameworks
- Awarding Bodies and Qualification Aims

Qualifications:

- Degree level or equivalent experience
- Teaching qualification at level 5 or above (SEND)
- Level 4 in Management in Education

Experience of:

- Outstanding planning and delivery of teaching and learning and meeting the Teachers Standards
- Managing the delivery of SEND provision for young people and adults.
- Managing a team
- Leadership and line-management
- Facilitating IQA and EQA processes
- Promoting SEND learning opportunities external organisations, including employers
- Implementing quality assurance frameworks including observation of teaching, learning and assessment
- Managing multiple funding contracts
- Curriculum planning that meets learner needs and local and regional priorities.
- Working in collaboration with partners and key stakeholders to support SEND delivery.

Desirable

Knowledge of:

- General FE delivery
- Databases and database reporting software
- Electronic portfolios

Qualifications

- Level 5 Management qualification

Experience of:

- Marketing and promoting of provision.
- Working within Local Authority Systems
- Applying and developing quality frameworks within an educational setting
- Developing staff ability to deliver and record high quality learning.