**JOB DESCRIPTION**

**Post: English and Maths Development Manager**

**Responsible To:** **Deputy Principal**

**Summary of Post:**

* To be responsible for the development of the post 16 English, Maths and ESOL provisions on Folkestone Campus
* To be a driving force for quality improvements and excellence in teaching, learning and assessment
* To promote a clear vision with very high standards in a positive and supportive culture that aspires to be outstanding
* To teach and lead a team of English, Maths and ESOL lecturers to deliver excellence, raise aspirations, and develop the skills required to deliver quality provisions
* To work in collaboration with other English and Maths Development Manager’s in the Group on the development of planning including independent learning resources.

# Specific Duties:

1. To provide academic leadership of the English, Maths, and ESOL curriculum, ensuring a curriculum which is innovative, attractive, relevant and coherent;
2. To drive the programme management cycle ensuring high-quality curriculum planning, co-ordination and delivery, including the production of schemes of work, lesson plans, teaching materials and student programme handbooks and module/unit guides;
3. To plan and coordinate the effective planning and delivery of Functional Skills at the college with Head’s of curriculum and teachers
4. To lead the quality assurance of the English, Maths, and ESOL Curriculum in close liaison with the awarding body, adhering to all required administrative procedures;
5. To deliver high-quality teaching and learning, including evening classes when required;
6. To engage in professional development to facilitate relevant programme delivery.
7. To work in close co-ordination with the Heads of Curriculum to ensure high quality GCSE and Level 2 Functional Skills provision meets the needs of their students;
8. To co-ordinate the day-to-day operational management of GCSE and Level 2 Functional Skills, including staffing and timetabling;
9. To role model appropriate behaviours and manage student behaviour.
10. To support, and where appropriate discipline, students in line with college procedures.
11. To prepare an appropriate staff induction programme and act as mentor to new or less experienced team members.
12. To liaise with the College Services team and other service areas in the college to ensure the smooth running of the programmes.
13. To make effective use of the College MIS to monitor course recruitment, attendance, retention and achievement against agreed targets and national performance tables; and report any issues or concerns to the Programme Area Managers on a regular basis.
14. To ensure that monitoring and tracking of student progress is highly effective using the College’s on-line system, ProMonitor.
15. To ensure that an awareness of equality and diversity is embedded and that the teaching team are attentive to these issues;
16. To ensure the Teaching and Learning observation process is fully implemented;
17. To proactively foster the use of information and learning technology (ILT) within the delivery of teaching programmes with a particular emphasis on e-learning;
18. To liaise as required with parents, schools, colleges and employers and participate in interviews, parents evening and Open Days as required;
19. Comply with, and implement as appropriate all College policies and procedures, with particular reference to Equal Opportunities, Quality, Health and Safety and Safeguarding;
20. Take a full part in the College staff development programme including the My Progress Review process.
21. To manage designated staff and ensure College performance management systems are fully implemented.
22. To participate in the appointment of staff ensuring appropriate deployment and full compliance with college employment policies, procedures and practices.

# General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

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|  | **PERSON SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Good management skills with the ability to lead and motivate a team of staff | ✓ | ✓ | 6 |
| 2. | Competent in IT with excellent administrative and organisational skills | ✓ | ✓ | 6 |
| 3. | Excellent communication skills | ✓ | ✓ | 4 |
| 4. | A creative approach to the development of the curriculum to meet student need |  | ✓ | 6 |
| 5. | Able to use ILT effectively to benefit students | ✓ | ✓ | 4 |
| Experience | | | | |
| 1. | At least 2 years successful teaching within one of the programme subject areas | ✓ | ✓ | 4 |
| 2. | Proven track record of setting and achieving challenging improvement targets | ✓ | ✓ | 4 |
| 3. | In depth knowledge of the key themes and importance of Equality & Diversity, Safeguarding, Prevent and the British Values agenda | ✓ | ✓ | 6 |
| 4. | Sound knowledge and understanding of the funding methodology and qualification frameworks |  | ✓ | 4 |
| Education | | | | |
| 1. | Maths GCSE grade B / 6 or above | ✓ |  | 4 |
| 2. | English GCSE grade B / 6 or above | ✓ |  | 4 |
| 3. | Relevant higher level qualification or substantial experience in industry/sector | ✓ |  | 6 |
| 4. | Teacher Training qualification e.g. PGCE or Certificate in Education or DTLLS Certificate in Teaching | ✓ |  | 6 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

Failure to meet all of the criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.