Job title:	Group Head of Curriculum for English and Maths
Reports to:	Group Director of Curriculum 16-18 & Adult/Group Executive Director for Curriculum and Quality
Business area:	English and Maths
Responsibility for others:	Responsible for the management and leadership of all staff within the English and Maths department. Direct reports include: Deputy Head of English, Deputy Head of Maths, Curriculum Development Managers for English and Maths, Quality Lead for English and Maths

JOB DESCRIPTION

Purpose and context:

As a member of our Senior Leadership Team, our Group Head of Curriculum for English and Maths will lead the performance and development of all English and Maths provision across the Group, including study programmes and adult skills. You will develop a high-quality curriculum offer across all levels and programme types.

You will be instrumental in the development of English and Maths teachers' pedagogy skills. You will seek to raise high pass rates through review and development of teaching and learning practice and resources, assessment feedback and adoption of relational practice within the team.

Maintaining consistently high standards of staff professionalism across the team is an essential part of the role.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Main duties and responsibilities:

- Responsible for English and Maths planning, streaming and profiling to deliver against agreed targets
- Lead high performance against all quality measures and required outcomes
- Responsible for tracking, monitoring and meeting KPIs on enrolments, achievement and high pass rates
- Take the lead on ensuring staff utilisation within the department and delivering on efficiencies where appropriate
- Responsible for funding compliance procedures (registers and timely keeping of data etc) to ensure staff adhere to funding and audit guidance
- Accountable for improving attendance, progress, achievement and high-grade in English and Maths, using performance data to identify areas for intervention and secure timely improvement.
- Ensure strong relationships with other Group Heads of Curriculum
- Manage student and adult voice activity related to English and Maths, monitor feedback and drive resulting changes required

- Attend key meetings, including Heads meetings, SLT, Marketing, Safeguarding, Student Voice, Health & Safety and others, as lead for the directorate
- Hold regular team meetings and ensure staff within the department are effectively communicated with and receive key messages
- Lead of timetabling for the department
- Take the lead on quality within the department to meet EIF requirements
- Plan and prepare for staff CPD events

Leadership and Strategic Responsibilities

- Plan, develop and implement a long-term strategy to grow and enhance provision aligned to local and regional skills employment needs
- Work with key stakeholders to encourage contribution to curriculum development and delivery to prepare our students and adults for progression into meaningful pathways, jobs and enhance the student experience
- To ensure the delivery of a high-quality curriculum with strong learner outcomes and outstanding progression and destinations
- To collaborate with other senior leaders to develop and share best practice and engender a culture of continuous improvement

Student Progress

- Ensure effective transition from school and a positive induction experience
- Develop relational teaching practice
- Raise aspiration and ambition, and ensure that students have access to progression and/or employment opportunities as appropriate
- Ensure effective examination and assessment arrangements and student preparedness
- Ensure that students and adults are supported appropriately to achieve their learning goals and progression pathways including effective initial and diagnostic assessment and development, implementation and monitoring of effective and efficient support plans
- Develop and maintain an environment that promotes supportive learning and enables students to achieve their full potential, as evidenced by value-added measures
- Maintain high standards of student behaviour
- Increase levels of learner satisfaction of provision within the designated area of learning
- Ensure all learners feel safe and have a sense of belonging

People Leadership

Responsible for leading a team of staff including:

- Plan the core and flexible staffing needs of the area
- Ensure staffing resources are deployed efficiently and effectively
- Lead recruitment and selection within the department in line with Group policy
- Participate in the recruitment and selection of other Group staff as required
- Ensure effective induction and onboarding of new staff
- Be accountable for the effective management of performance, conduct and absence of staff
- Ensure that staff undertake at least 30 hours of appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements
- Identify staff learning and development needs, liaising with relevant departments to ensure appropriate professional development is identified and accessed
- Undertake daytime and evening senior management duty as required

Quality

- Ensure a consistently high standard of teaching, learning and assessment in line with Group's Standards for Teaching and Learning and other relevant policies
- Act as a member of the Group's lesson observation team, making accurate judgements about the quality of teaching, learning and assessment through direct observation and other indicators and identifying and supporting appropriate remedial actions to secure improvements
- To ensure that any underperforming provision is subject to intensive recovery action which results in swift and significant improvement
- Ensure that staff are expert in assessing in accordance with awarding body standards and requirements
- Ensure that success rates meet or exceed national averages or Group targets
- Improve Value Added
- Monitor your curriculum area's performance against Key Performance Indicators and act in a timely way to address any emerging issues
- Lead on the implementation of the self-assessment process within your areas and be accountable for staff engagement with the process and the improvements this delivers
- Ensure staff compliance and engagement with key processes and procedures and to be accountable for compliance

Funding & Financial Management

- Be accountable for the timely completion and submission of curriculum area registers and student-related documentation and returns
- Ensure compliance with funding body requirements and maximise income, including for students with additional learning support needs
- Ensure compliance with audit requirements and actively contribute to the Group's business review process to ensure efficiency
- Identify and drive new opportunities for income generation
- Ensure the area contributes to funding allocations and performance targets
- Manage resources and budgets effectively in line with financial regulations and best value principles
- Prepare bids and business cases for capital expenditure for the department
- Efficiently and effectively manage resources and pay/staffing and non-pay budgets
- Work with other senior leaders on special projects to identify and tender for additional funding streams

External Liaison

- Ensure effective employer engagement and stakeholder management
- Attend any relevant external networks in order to position the Group effectively to develop provision
- Contribute to the development of forms across the Group to help shape provision
- In conjunction with the School's Liaison Team, plan and deliver appropriate schools liaison activity to ensure that students make informed choices about programmes of study.

Personal and Professional Development

- Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group

- Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group
- Participate in a minimum of 30 hours (pro-rate for part time) per year learning development

Responsibilities of all employees within the Heart of Yorkshire Education Group

- Demonstrate a commitment to Group values in all aspects of work
- Take a proactive approach to safeguarding and promoting the welfare of all students ensuring personal compliance with all Group safeguarding policies and procedures
- Remain alert to any indication or allegation of abuse and take appropriate and timely action
- Uphold British Values, promoting equality, diversity and inclusion, and maintaining a culture of respect and tolerance
- Value and celebrate diversity within the workforce, acting as a positive role model and promoting an inclusive environment
- Always comply with data protection legislation
- Participate in team meetings and identified development opportunities
- Ensure the health and safety of students, staff and resources with their scope of responsibility
- Ensure risk assessments are completed, reviewed and maintained in line with Group policy
- Support a positive introduction to college life by contributing to all relevant aspects of the enrolment process

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This job description outlines the key duties of the role and may be amended as required. It does not form part of the contract of employment. The Heart of Yorkshire Education Group is committed to safeguarding.

Person Specification: Group Head of Curriculum – English and Maths		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task**
<u>Qualifications and Training:</u>		
GCSE English & Maths A*- C / 9 - 4 or equivalent qualification	Essential	Application
Professional qualification or degree in a relevant area (Level 4 or above)	Essential	Application
Recognised teaching qualification (e.g. PGCE, Cert Ed)	Essential	Application
Recognised Level 5 Management qualification (on appointment or willingness to achieve within 2 years)	Essential	Application
Safeguarding and Prevent training (or to be completed within one week of appointment)	Essential	Application, Interview
<u>Relevant Experience:</u>		
Significant experience of strategy development, leading and influencing staff and teams through change, and ensuring that quality of delivery is maintained and improved	Essential	Application, Interview
A track record of managing staff and teams to the successful achievement of challenging targets	Essential	Application, Interview
Successful experience of establishing a culture of high expectation of performance ensuring achievement of excellent standards of teaching and learning and learner outcomes	Essential	Application, Interview
Significant successful experience of leading English and/or Maths provision in further education or a comparable post-16 setting, with evidence of sustained improvement in learner outcomes.	Essential	Application, Interview
Experience of examining requirements and internal verification processes	Essential	Application, Interview
A proven track record of increasing and maintaining high success rates	Essential	Application, Interview
Understanding of FE funding regimes	Essential	Application, Interview
<u>Skills and Knowledge:</u>		
Knowledge and understanding of the curriculum areas covered	Essential	

The ability to accurately assess the quality of teaching, learning and assessment through direct observation and other measures and identifying appropriate remedial measures where appropriate	Essential	Application, Interview, Task
Experience of developing the curriculum to meet needs and interests of stakeholders and embedding innovative approaches to teaching and learning	Essential	Application, Interview
An understanding of the FE sector and the administrative demands required to ensure the maximisation of student success	Essential	Application, Interview, Task
The ability to deliver high-quality teaching and learning activities	Essential	Interview, Task
The ability to interpret and act upon complex information	Essential	Application, Interview
The ability to think strategically	Essential	Interview, Task
Ability to give clear, honest and constructive feedback to individuals and teams on their performance and improvement targets	Essential	Application, Interview
The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met	Essential	Interview, References
To plan and manage within budget to specification and on time	Essential	Interview, References
Competency in using Microsoft Office, including Word, Excel, Outlook and PowerPoint	Essential	Interview, References
		Interview, Task
<u>Professional standards:</u>		
Visible leadership presence with the ability to role model professionalism and organisational values	Essential	Application, Interview
A commitment to the principles of Equality and Diversity, with the ability to embed inclusive practice	Essential	Application, Interview
A high level of professionalism for self and the team, along with the ability to challenge constructively where required	Essential	Application, Interview
Open and responsive to feedback	Essential	Interview
A flexible approach to working practices	Essential	Interview
The ability to engage effectively with all levels of staff, students and stakeholders	Essential	Interview

As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

All appointments with the Heart of Yorkshire Education Group are made subject pre-employment checks in accordance with Keeping Children Safe in Education (KCSIE), including: right to work and identity checks, enhanced DBS clearance, satisfactory references, prohibition checks for relevant roles, overseas checks (where applicable), sight and verification of essential qualifications, and a medical assessment.

All checks must be satisfactorily completed before any employment can begin with the Group.