

Job title	Director Curriculum and Quality
Contract	Permanent
Salary	£50k
Location	Purfleet, Essex
Responsible to	Principal
Direct Reports	Industry Practitioners; English, Maths and ICT Teachers; Student Industry Standards Coordinator; Teaching, Learning and Assessment Lead
Date	November 2017

National College Creative Industries/The Backstage Centre

The National College Creative Industries was incorporated in September 2016 to develop industry-led high level technical skills within the Creative and Cultural Sector. The Backstage Centre is a commercial trading subsidiary of the National College which hosts leading technical facilities located at High House Production Park in Purfleet, Essex, where the National College Creative Industries is also located.

Role Purpose

To provide strategic leadership for the National College's curriculum offer, including the expansion of Apprenticeships, lead on initiatives to improve the quality of teaching, learning and assessment and line manage the College's classroom based curriculum areas.

Responsibilities

1. In common with all staff at the National College
 - 1.1 To support the philosophy, aims and objectives of the National College Creative Industries and to champion its work as an industry led provider of high level technical skills.
 - 1.2 To ensure the best possible experience and outcomes for the National College's students, apprentices, employers, visitors and stakeholders.
 - 1.3 To keep abreast of developments in their own area of expertise and engage in continuing professional development as required.
 - 1.4 To promote and champion equality, diversity and inclusion.
 - 1.5 To follow the Corporation's policies and procedures, particularly in relation to Health & Safety, Safeguarding, Equal Opportunities and Data Protection.

2. Particular to this post

Strategic Planning

- 2.1 To lead the strategic curriculum planning and budgeting processes, ensuring that the curriculum model is efficient and effective in meeting strategic objectives and the needs of an industry-led provision.
- 2.2 To provide strategic and operational leadership of the National College's curriculum business planning cycle to ensure that it meets the skills identified by employers.
- 2.3 To contribute to the strategic planning of a national, 'hub and spokes', industry-led curriculum.
- 2.4 To oversee the quality of any partnership arrangements that are undertaken

Leadership and Management

- 2.5 To lead, develop, plan and manage the National College's curriculum provision in order to achieve and sustain 'outstanding' status.
- 2.6 To ensure that targets for student recruitment and retention are achieved and exceeded wherever possible.
- 2.7 To line manage the industry practitioners and associated team in order to ensure that performance management, quality improvement and consistent approaches are in place and to ensure high expectations for all.
- 2.8 To be responsible for the management of internal and external assessment and verification systems to ensure that high standards are achieved.
- 2.9 To ensure effective performance management of all staff and effective workforce development.
- 2.10 To lead on the production of the annual Self-Assessment Report (SAR) and the implementation of the National College's Quality Improvement Plan (QIP).
- 2.11 To Act as the National College Nominee for external inspections.
- 2.12 To lead and promote industry-led technical teaching, learning and assessment which is inspirational, innovative and sustainable.
- 2.13 To lead on support for students including PREVENT and safeguarding and to be the designated Senior Manager safeguarding lead.

Curriculum Development and Innovation

- 2.14 To report and advise the Principal and Corporation on the strategic development of national policy, the curriculum, quality and standards and attend Corporation and Committee meetings as required.
- 2.15 To ensure that the curriculum offer is industry-led and informed by and responsive to the learning and training needs of students and employers in the Creative Industries sector.

2.16 To develop innovative use of learning technology within the curriculum to develop digital skills of students and apprentices and drive efficiencies in delivery costs.

Quality Improvement

2.17 To lead on quality improvement across the whole College.

2.18 To lead the development of outstanding industry-led teaching, learning and assessment across all areas of the college and be accountable for improvements in the quality of teaching, learning, tutoring, and training and assessment.

2.19 To drive the improvements necessary to deliver outstanding achievement rates and high value added measurements for all learners.

2.20 To develop innovative strategies to ensure that the targets for sustained improvement in student retention, achievement, including timely success of apprentices, and destination progression are realistic, challenging and achieved.

Corporate Responsibility

2.21 As a member of the College's Executive Team, to support the Principal in the leadership, management and day-to-day operation of the National College Creative Industries, deputising as required, and to make significant contributions to strategy and decision-making across the full range of institutional activity.

2.22 To represent the National College with external agencies and stakeholders as required.

2.23 To contribute to the formulation and implementation of effective strategic and operational plans that ensure the financial viability of the National College, including securing appropriate funding and maximising alternative income streams.

2.24 To ensure efficient and effective budget control in all areas of responsibility

2.25 Such other duties of a commensurate nature which may be required from time to time.

This job profile provides a general description of the role and the responsibilities of the post and is not intended to be exhaustive. It may be amended from time to time for business purposes and to meet the changing needs of the National College Creative Industries.

PERSON SPECIFICATION – VICE PRINCIPAL CURRICULUM AND QUALITY

SELECTION CRITERIA	Essential	Desirable	Source of Evidence A/I/R/T
EXPERIENCE			
Significant and successful teaching experience	✓		A/I
Management/Senior Management experience in an educational or commercial setting	✓		A/I
A record of successful leadership in a curriculum management role	✓		A/I
Successful record of raising quality and improving teaching standards	✓		A/I
Experience of carrying out the nominee role for external quality inspections		✓	A
Experience of financial planning and the management of budgets	✓		A/I
QUALIFICATIONS			
Degree or equivalent	✓		A
PGCE/Certificate in Education	✓		A
English & Maths to Level 2	✓		A
Evidence of continuing professional development	✓		A/I
Higher management/professional qualification		✓	A
KNOWLEDGE, SKILLS AND ABILITIES			
Understanding and experience of curriculum development and innovation and/or a proven track record of working closely with employers			
Strategic understanding of the Further Education sector and its challenges	✓		I
Detailed knowledge of Apprenticeship and classroom based curriculum in general and the Creative Industries curriculum in particular	✓		I
Detailed understanding of quality assurance processes and strategies for improving the quality of teaching and learning and achieving high value added for both HE and FE	✓		I
Detailed understanding of internal and external assessment and verification systems	✓		I
Ability to lead and motivate staff and to cultivate an environment of	✓		I

continuous improvement			
High level analytical skills	✓		T
Proven track record in curriculum development and the improvement of standards of teaching and learning	✓		A/I
Ability to communicate effectively both orally and in writing with a diverse range of people at all ages and levels	✓		I/T
OTHER REQUIREMENTS			
Awareness of and strong commitment to equal opportunities and the promotion of diversity and inclusion	✓		I
Possession of a current and clear enhanced DBS check, providing evidence of suitability to work with children and vulnerable adults	✓		A/R
An understanding of safeguarding issues and how to address them in an educational setting	✓		I
Willingness to travel and work flexibly (including evenings and week-ends)	✓		A

Assessed by: A = Application Form; I = Interview; T = Test; R = References