



Job Description

Job Title	Curriculum Director (Literacy and Numeracy)
Department	Senior Leadership Team
Reporting to:	Executive Director Curriculum and Quality
Post reference:	
Main Purpose of the role	
<p>The Curriculum Director will lead the development of a cross-college literacy and numeracy curriculum linked closely to the needs of our learners and the outcomes targets by the relevant Skill Improvement agenda. The Curriculum Director will also take the lead on ensuring that all curricula include challenging English and mathematics content, able to prepare learners for the workplaces of the future.</p> <p>The Curriculum Director will ensure that our literacy and numeracy curriculum is designed to meet the needs of all learners, including individuals with high needs who study on programmes specifically designed for them.</p> <p>The Curriculum Director will be responsible for the standards and curriculum of all learners including monitoring of progress towards examinations outcomes (analysing data and providing appropriate reports), working with the teaching and learning development team to enhance and embed a robust moderation, evaluation and review process for Literacy and numeracy.</p> <p>The Curriculum Director will work with other senior leaders to contribute to the overall leadership and management of the College actively promoting the highest professional standards and a positive ethos; the post holder will also be responsible for managing the Heads of English and Mathematics and ensuring that all staff focus on supporting learners to achieve their potential.</p> <p>Take responsibility for child protection issues as appropriate and promote and safeguard the welfare of children and young people within the College.</p> <p>Leadership and management</p> <ul style="list-style-type: none"> • Play a full role in the Senior Leadership Team of the College with a specific focus on improving the performance of students on studying English and/or mathematics qualifications. • Lead the strategic development of the College's Literacy and numeracy curriculum. 	

- Contribute to the strategic development of adult responsive literacy and numeracy qualifications in line with ESFA and WECA skills priorities, and the needs of South Gloucestershire and the surrounding area.
- Be expertly well informed regarding the most current local and national Post-16 trends and development, ensuring that the College's Leadership Team and staff are advised regarding University policies, careers and specific areas of English and mathematics.
- Demonstrate knowledge of and support the College's strategies for inclusion, raising achievement and excellence.
- Demonstrate good or better, through your own practice, and to be accountable for your own successful appraisal objectives.
- Support student progress through assessing the impact of and intervening positively to improve student engagement, behaviour, attendance and punctuality.
- Line manage, set targets for, monitor and assess the performance of the Heads of English and Mathematics.
- Use comparative data together with information about students' prior attainment to help staff set targets for improvement.
- Support the Leadership Team in ensuring the College is providing an appropriate curriculum offer which is well delivered and managed effectively.
- Support the Leadership Team in ensuring that EPYP students are provided with an appropriately challenging literacy and numeracy curriculum offer and a pastoral curriculum which is well delivered and managed effectively.
- Manage the overall progress and development of students within English and maths qualifications, contributing to raising standards of student attainment.
- The post holder will promote individual and team development, highlighting the interconnection between managing performance, CPD and sustained College improvement.
- Using a range of evidence and data to support, monitor, evaluate and improve the performance of both staff and students and maintain oversight of the provision of learning resources to support curriculum delivery.
- To manage a budget for the benefit of the students.
- To contribute positively to the College's Senior Leadership Team.
- To deputise for the Executive Director, or Assistant Principal as required.
- Support in the duty manager and SLT rotas as required.

Curriculum

- To be accountable for developing and implementing a well-planned and holistic Literacy and numeracy curriculum which supports the academic, spiritual, moral, social, emotional and cultural development of students.
- To maintain and develop a curriculum offer which balances breadth, quality and value for money.
- To be accountable for ensuring that the curriculum planned and delivered is current and up-to-date; maximising opportunities for students by reflecting the priority sectors of the Local Skills Improvement plan and developing the Core, Soft and Transferable Skills (Critical Workplace Skills which are considered essential across all sectors and most roles)
- To ensure that the College's policies (e.g. SSG+, equality, health and safety, numeracy, literacy) are implemented throughout the College and through the Literacy and Numeracy Curriculum.
- To be fully aware of the implication of the code of practice for students with special educational needs, liaising with the SEN Lead when required to ensure that the curriculum meets the needs of and promotes academic progress for all students including (for example) those you are disadvantaged, looked after, or those who have additional needs.
- To be aware of statutory requirements for safeguarding and work closely with

Wellbeing Team to ensure that 'Prevent' and the ethos of safeguarding pervade all aspects of the curriculum.

- To develop and lead on initiatives which promote all elements of Study Programmes to ensure students value all aspects of their programme, make significant progress in English and mathematics and are prepared for employment or progression into higher education.

Quality

- To be responsible for the monitoring, recording, tracking and reporting of student progress and using this range of evidence to improve the performance in English and mathematics qualifications
- To contribute to the College's Improvement Plan, ensuring that targets for English and math outcomes are met.
- To be able to observe lessons and make accurate judgements, providing quality feedback to support in improving teaching and learning.
- To lead and quality assure the development of excellent post 16 pedagogy within the teaching of English and math (literacy and numeracy).
- To identify ongoing CPD needs and liaise with the Professional Development Team.
- To work closely with line reports to maintain a detailed analysis of student performance, achievements and to prepare results for presentation and publications as necessary.
- To work closely with the MIS function to develop exception reporting to enable improved performance monitoring.
- The post holder will promote individual and team development, highlighting the interconnection between managing performance, CPD and sustained academy improvement.
- The post holder will embrace and advocate for the principles and practice of quality assurance and continual improvement.

Students

- To ensure high standards of student appearance, punctuality and engagement with work through the College Behaviour Policy.
- Be present at college open day events and ensure adequate curriculum staff are deployed to cover the event. To participate as necessary, in the programme of guidance interviews for all full-time students.
- To be accountable for the induction, screening and placement of all new admissions to the College and ensuring that staff are timely and accurate in gauging each new admission's starting points and knowledge gaps; and applying this information to their delivery of the curriculum.
- To ensure that staff work closely with parents, carers and employers (as appropriate) to support student progress.
- To ensure student discipline is applied consistently across the college and oversee the withdrawal and retention of learners.
- To work with the Quality function to gather and respond to student feedback.

Key Tasks / responsibilities:

As a member of staff the post holder will be required to further the agreed aims of the College by participating fully in the following:-

- The scheme for appraisal and review of performance adopted by the College.

- The provision of a high quality environment for student learning and associated activities.
- Student Welfare and Support Services.
- The development of a flexible and responsive institution.
- College Promotional and Marketing Activities.
- The safe and appropriate use of College equipment, premises and property.
- Health and Safety Procedures as laid out in the College Health and Safety Policy.
- Staff Development Activities.
- General College Development.

South Gloucestershire and Stroud College is a young institution, which is going through a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work.

The post holder will also be required to undertake such other tasks as the Principal from time to time may determine.

Role Dimensions

- Up to 5 direct reports.
- The development and implementation of a curriculum capable of demonstrably improving the literacy and numeracy of all people studying and working at SGS
- The performance of individuals studying English and math qualifications

Key Interfaces

- Curriculum managers
- Senior Leadership Team
- College Executive
- Local Authorities/ Combined Authorities
- Local/ Regional/ National Education Fora

Supporting College Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.

<ul style="list-style-type: none"> • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College’s commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College’s Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety, 					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> • 90% percentile performance for all Level 3 provision • FS success rates at 80% • GCSE success rates at 85%+ 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks					
Author and Date					
Gavin Murray, September 2024					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

**Person Specification
Curriculum Director (Literacy and Numeracy)**



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above	✓		Application form
An honours degree or similar equivalent professional qualification and a recognised teaching qualification	✓		Application form
A record of continued study or professional development	✓		Application form
Experience and knowledge			
A substantial record of involvement in post-16 education	✓		Interview
Successful tenure of a middle or senior management position in post-16 education	✓		Interview
Experience of managing study programmes and leadership of outstanding provision.	✓		Interview
An ability to lead others and enable change	✓		Interview
Leadership qualities and an eagerness to assume responsibility and innovate	✓		Interview
The intellectual ability to analyse trends and develop an appropriate educational response	✓		Interview

Criteria	Essential	Desirable	Assessed by
Skills and abilities			
Be an effective communicator, both written and oral and have a high level of presentation skills	✓		Interview
Be well organised, able to give attention to detail and capable of ensuring efficient procedures	✓		Interview
Be committed to good working relationships and have the ability to motivate others	✓		Interview
Be committed to the implementation of a curriculum and working practices which are free from any bias relating to gender, disability or ethnicity	✓		Interview
Enthusiasm for new opportunities to help continue to take the College forward	✓		Interview
Demonstrable habits of hard and sustained work	✓		Interview
Have a cheerful, flexible and zestful approach to work and a well-developed sense of humour	✓		Interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview

Criteria	Essential	Desirable	Assessed by
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Travelling between multiple sites and leading managers over many campuses	✓		Interview
Potential for some weekend and evening work	✓		Interview