



**JOB DESCRIPTION**

**DIRECTOR OF COLLEGE –  
(PERFORMANCE & STANDARDS)**

<b>Name:</b>	<b>Starting Date:</b> ASAP
<b>Salary Grade:</b> English FE Payscale, Leadership & Management Point 47-53 (£50,045-£59,738)	<b>Status of Post:</b> Permanent – Full-time
<b>Responsible to:</b> Trust Leadership Team	<b>Review Date:</b>
<b>Responsible for:</b> Leadership across the College for operational effectiveness, performance & standards, student welfare	<b>Responsibilities:</b> Leadership, Learning and teaching, safety and welfare, day to day college operations

This job description may be amended at any time, following consultation between the Trust Leadership Team and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

***Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, learners and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.***

**At Creating Tomorrow Trust we:**

- Provide a nurturing, safe and supportive environment based on trusting relationships to:
  - Help everyone to understand and manage their emotions and feelings
  - Help everyone to feel comfortable in sharing any concerns or worries
  - Help everyone to form and maintain relationships
  - Develop self-esteem and self-worth
  - Encourage everyone to be confident and celebrate their individuality
  - Help learners to develop emotional resilience and to manage setbacks
  - Provide a structured approach to education about relationships, sex and health
  - Support parents as partners in their young person's learning and development.



As a senior leader in the college, the Director of College role is wide and varied, however there are a number of core features that are consistent to all leadership roles across our trust.

**The five core features of senior leadership at Creating Tomorrow academies Trust:**

**i. Moral Purpose**

- a. Learners first – a belief that all young people can achieve and an unwavering commitment to pursue successful outcomes for all
- b. Championing the vulnerable
- c. Commitment to equality of opportunity

**ii. An Effective Team Player**

- a. Dynamic and supportive
- b. Committed and passionate
- c. Innovative and high performing
- d. Emotionally intelligent
- e. Proactive contribution

**iii. Dynamic and Creative Executive Leadership**

- a. Leading through others
- b. Altruistic collaboration

**iv. A Significant Contributor to Strategic Thinking and Development**

- a. Inspire and drive
- b. Oversee the development of strategy and policy
- c. Lead consultation and implementation

**v. Courageous and Committed Leadership, Effective Role Modelling**

- a. Observing the highest standards
- b. Getting every day right

**The ten personal qualities needed for leadership roles at Creating Tomorrow academies Trust:**

- i. A capacity for hard work
- ii. Eternal optimism and resilience in the face of challenges
- iii. The ability to inspire
- iv. An unshakeable conviction that young people can be successful in spite of their circumstances or other external factors
- v. High level interpersonal skills
- vi. Excellent time management
- vii. The ability to remain calm under pressure or in stressful situations
- viii. The ability to pause and reflect and think before making an important decision
- ix. The ability to respond positively to and deliver constructive criticism
- x. The ability to delegate effectively

# CREATING TOMORROW COLLEGE



*This position is as a member of the Leadership Team and as such there will be responsibilities across the college, negotiated as appropriate within the team, however the role will have a particular focus and responsibility for overall performance and standards, the effective day to day operations and an oversight of student welfare.*

## **Core purpose**

The Director of College will support the Trust Leadership Team in providing professional leadership across the college. This will include responsibility to secure success and improvement, ensure high quality education for all learners and improve standards of learning and achievement.

## **Main Responsibilities will include:**

- To ensure the smooth running of the college
- Co-ordination of day to day staffing
- Overview of the curriculum, together with the development and implementation of effective measures to secure quality L&T
- Assessment, analysis and reporting of student progress and other college wide key performance indicators
- Leadership/management of identified initiatives including staff development
- Leading learning and teaching
- To be one of the Designated Senior Leads for Safeguarding
- Oversight of student Education, Health, Care plans including the annual review process
- Build and develop an outstanding climate for learning and teaching through an active regard for everyone's mental health and wellbeing.

## **General Duties and Responsibilities**

### **Strategic direction and development of the college**

In partnership with the Trust Leadership Team:

- Support commitment to a shared vision for the college; lead by example to inspire and motivate learners, parents, carers, staff and trustees.
- Support an ethos, which promotes effective learning and teaching and which sustains improvement in the development of all learners.
- Support the development and implementation of a strategic plan

### **Learning and Teaching**

To take a lead role in:

- Securing and sustain effective learning and teaching
- Lead by example in all areas of the curriculum
- Monitor and evaluate the quality of education and standards of learners' achievements and outcomes
- Use benchmarks to help the setting of targets for improvement.

# CREATING TOMORROW COLLEGE



- Co-ordinate overall assessment within the college, monitor and support student outcomes
- Co-ordinate accreditations and the administration of external assessment
- Monitor and support individual needs
- Establish effective partnerships with parents and other stakeholders to involve them in the student's learning
- Monitor home/college communication and community links
- Co-ordinate and oversee the college's enrichment offer
- Monitor the provision received by all learners and liaise with professionals to ensure needs are appropriately met
- To act as the Educational Visits Co-ordinator

## **Deputy Designated Safeguarding Lead**

Work as part of safeguarding team to develop and promote a culture of safeguarding across the college:

- Encourage a culture of listening to learners and taking account of their wishes
- Be alert to the specific needs of Children in Need, such as young carers and learners with special educational needs and disabilities (SEND)
- Have up-to-date knowledge of practice and legislation, with particular regards to Keeping Children Safe in education, Working together to Safeguard Children, and Safeguarding of Vulnerable Adults (SOVA)
- Keep detailed, accurate, secure written records of concerns and referrals
- Ensure staff, particularly new and part-time, have access to and understand the college's child protection policy and procedures
- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how LAs conduct child protection case conferences and review conferences, and attend and contribute to these effectively
- Understand relevant data protection legislation, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Understand and support the school with the requirements of the Prevent duty, including supporting staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant training courses

## **Leading and managing staff**

- Lead staff to secure improvement, including acting as mentor for staff who may need additional support
- Lead, monitor, motivate and support staff to ensure effective practice
- Plan, allocate support and evaluate work, ensuring effective delegation of tasks and responsibility.
- Audit, manage and monitor staff expertise to identify development and training needs, agreeing action and identifying success criteria in respect of targets
- Ensure newly qualified staff and staff new to the college receive appropriate support and induction.
- Participate in and implement the college system of appraisal.

### **Efficient and effective deployment of staff and resources**

In partnership with the Trust Leadership Team:

- Support the recruitment and deployment of staff and resources efficiently and effectively in line with the college's vision and strategic plan.
- Support the recruitment and deployment of staff and resources efficiently and effectively to ensure the needs of learners are fully met
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and financial control in specified areas of responsibility.
- Manage and organise site resources to ensure that they meet the needs of learners, the curriculum and Health and Safety regulations.

### **Accountability**

In partnership with the Trust Leadership Team:

- Ensure that parents / carers and learners are well informed about the curriculum and that channels of communication are used effectively within the college.
- Provide information, objective advice and support to the Trust Leadership Team and Trustees to meet their responsibilities.
- Contribute to an accurate account, both written and verbal of the college's performance for a range of audiences, including Trustees, LA, Local Community and Ofsted.

### **Professional Requirements**

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues, trustees and parents/carers in respect of the duties and responsibilities of the post.
- Be aware of the need and to take responsibility for own professional development.
- To demonstrate skills and knowledge as per the Professional Standards for Teachers & Trainers

### **Responsibilities**

- To deputise for college Strategic Leader as required.

### **Assessment, Reporting, and Recording**

- To develop, monitor and evaluate assessment, recording and reporting systems to inform future learning and teaching.
- To analyse data effectively to ensure student progress and college improvement.
- To develop, implement and monitor related policies.
- To organise, lead and manage standardisation and moderation within the college and to participate in relevant external activities

# CREATING TOMORROW COLLEGE



## **Leadership/management of identified initiatives**

- To lead on identified initiatives as agreed in the Quality Improvement Plan (QulP)
- To support the Strategic Leader to evaluate the quality of the college's current offer, using criteria set criteria in the Self-Assessment Report (SAR)
- To provide INSET as required.
- To support the admissions process for student consultations

## **Other Professional Duties**

Further discussions with regard to other professional duties will take place within the Trust Leadership Team. Agreed duties and responsibilities will take into consideration the interests and skills of individual staff and the needs of the college organisation including:

- To have identified subject(s) responsibility
- As required, to undertake teaching/tutoring duties

## **Core Roles**

Duties / tasks will be negotiated:

To ensure the smooth running of college.

Tasks and Duties include:

- Safeguarding – carry out college policy and act as lead person in absence of Designated Lead for Safeguarding
- Monitor student behaviours and take appropriate actions (as outlined in the college Behaviour Policy)
- Monitor student attendance and take action to resolve any attendance concerns.

To plan, organise, manage, monitor, evaluate the:

- Timetables for college, liaising with Strategic Leader, members of the Trust Leadership Team and other stakeholders (including learners, staff and visiting professionals)
- Awareness of and participation in Health and Safety Policy arrangements and risk assessments as appropriate
- Annual Review Programme
- Appraisal Cycle
- Agreed monitoring activities
- Termly improvement updates in agreed areas
- Communications for staff e.g. weekly notice meeting, notice boards and organisation of staff room
- Contribution to recruitment and induction of new staff as required
- Transition and induction of learners into college / into adulthood and collecting/sending on information to/from other colleges / colleges / placements as necessary
- Oversight and co-ordination of applications for volunteers in college

# CREATING TOMORROW COLLEGE



## Support for the College:

- Be aware of and comply with policies and procedures relating to child/vulnerable adult protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the appraisal procedures of the college.
- All staff in college will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signature:

Strategic Leader: .....

Teacher: .....

Date: