

Job Description

Post:	Group Head of Education Improvement
Responsible To:	Director of Education Improvement To support College and Business Unit Senior Leadership teams in continual improvement in the quality of teaching, learning and assessment.
Summary of Post:	

Specific Duties:

1. To support senior curriculum teams in driving a culture of continuous improvement, Inclusive Education and lead the Senior Innovators and Digital Innovators so that group level support is appropriate in achieving this;
2. To work collaboratively with Senior Leaders in designing and effectively implementing reactive plans for improvement in response to their College and Business Unit Quality Improvement Plans.
3. To support the Director of Education Improvement in ensuring education policies are fully compliant, fit for purpose and up to date.
4. To lead the delivery of the Education Improvement CPD programme for the EKC Group aligning activities with key Group and Business Unit TLA themes and the Group Outstanding Standards and Inclusive Education Standards.
5. To line manage the Senior Innovators, Digital Innovators and Group Innovators, providing direction, support and ensuring quality of delivery and performance of the Team.

6. To lead on Teaching and Learning and education focused projects where the Group has acquired project funding including where appropriate leading on budgets.
7. To respond to the outcomes of the performance and quality cycle and provide timely and targeted support and Inclusive pedagogical strategies for improvement;
8. To lead the Digital Innovators in developing the use of the broad range of Digital Technologies across the Group within TLA. Including the identification of new innovative technologies, making recommendations through appropriate approval procedures to relevant Groups.
9. To work in collaboration with Local Teaching and Learning Innovators to ensure national educational initiatives and strategies are fed through to local teams and reflected in Local Professional Development provisions.
10. To lead in the development of Group strategies and Conditions of Funding compliance for the Teaching, Learning and Assessment of both GCSE and Functional Skills English and maths qualifications in collaboration with Business Unit Senior Leaders and Curriculum Leads.
11. To lead the designated subject network group in line with the Subject network terms of reference.
12. To contribute to papers and support in the development of recommendations to relevant Group boards on policy related to the education matters including the 14-16 Direct Entry provisions (Junior Colleges)
13. To be responsible for the collation of impact analysis reports of the Education Improvement team activity leading to improved outcomes within Teaching, Learning and Assessment.

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 be a member and contribute to the Group leadership team on the strategic direction of the college and to support priorities across the Group.
3. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
4. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
5. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
6. To undertake continuing professional development to support our culture of continuous improvement.
7. To partake in quality assurance systems.
8. To meet minimum relevant occupational standards.
9. To keep up to date with the skills required to fulfil the role.
10. To undertake any other duties commensurate with grade as may be reasonably requested.
11. 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.

	EMPLOYEE SPECIFICATION	Applicati on	Intervie w	Shortlist ing
Skills				
1.	Effective written and oral communication	✓	✓	4
2.	Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with attention to detail	✓	✓	4
3.	Effective monitoring and evaluation skills	✓	✓	6
4.	Excellent IT skills and a high focus on attention to detail.		✓	4
5.	Ability to analyse data and assimilate information effectively		✓	4
6.	The ability to motivate, develop and coach a team	✓	✓	4
7.	Excellent knowledge of teacher standards, Ofsted framework and Group education policies	✓	✓	6
8.	Deep and accurate understanding of how to improve the quality of provision within all aspects of education	✓	✓	6
9.	The ability to effectively implement change through working collaboratively and by influencing others.	✓	✓	4
10	To be able to actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Proven track record as an effective leader	✓	✓	6
2.	Extensive experience of working with further education learners	✓	✓	4
3.	Experience of working within frameworks and policies to inform practice	✓	✓	6
4.	Proven track record of developing others to improve the quality of teaching, learning and assessment	✓	✓	6
5.	Experience of producing evaluative papers to inform leaders of strategy, progress and impact	✓	✓	6

Education				
1.	Level 5 Diploma in Education and Training or equivalent	✓		6
2.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		6
3.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		6
4.	Degree or appropriate professional qualification	✓		4

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.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

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

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.