

Post Title	Assistant Principal: Curriculum
Purpose	<p>To assist the Vice Principal: Curriculum & Quality in:</p> <ul style="list-style-type: none"> Ensuring the college’s curriculum aligns with the needs, experiences, interests, aptitudes, and developmental stages of all students, in accordance with the College’s ethos and admissions policy. Planning, implementing, and evaluating the College’s Quality Assurance processes to provide outstanding student experiences. Ensuring College policies and processes promote effective teaching, learning and assessment, and lead to outstanding student outcomes. Monitoring and evaluating student performance across the college, collaborating with Heads of Faculty, Heads of Departments, teachers, and other relevant staff to implement appropriate interventions. Planning, implementing, and evaluating the college’s curriculum calendar. Ensuring effective strategic planning and recruitment of both staff and students.
Responsible to	The Principal through the Vice Principal: Curriculum & Quality and Head of Hall (tutor role).
Liaising with	members of Curriculum Team and College Management Team, Heads of Departments, Quality Data Lead, teachers, tutors, governors, relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, Human Resources, Exams team and support staff, Partnership High Schools and MANCEP (Manchester Catholic Education Partnership) colleagues.
Remuneration/ remission	SFCA Leadership pay scale spine points 7-13 (£63,411 - £73,111)

Context
<ul style="list-style-type: none"> The College offers a broad curriculum of over 40 A Level (or equivalent) courses, alongside Level 3 and Level 2 vocational qualifications and GCSE resits in Maths and English. Our Pathways Department delivers foundation courses for students with learning differences and/or disabilities. The Vice Principal: Curriculum & Quality chairs the Curriculum Team, which helps to manage the curriculum at the College. The curriculum is organised into six faculties, each including several departments. Each department is managed by Heads of Departments who are in turn managed by a Head of Faculty. The Curriculum Team is also comprised of several other cross-college curriculum managers, who will be line managed by the Assistant Principal: Curriculum. The College has a long history of achieving excellent outcomes for our students including very impressive value-added scores. We believe this comes from our shared vision and from the collaborative planning, ongoing professional development and sharing of best practice within and between departments which ensures an outstanding experience for our students, alongside managing workload for our staff.

Main Duties and Responsibilities

Senior Management:
<ul style="list-style-type: none"> To assist the Principal in the development of the College in line with its Mission Statement. To be a member of the College’s Senior Management Team, reporting on curriculum areas, attending associated meetings, and ensuring the effective administration and operation of the College. To assist the Principal and Vice Principal: Curriculum & Quality, within a framework set by the Governing Body, in the management of staff within your area of responsibility; including recruitment, appraisal, staff development and support and, where necessary, disciplinary action. To contribute to the College’s Strategic Plan, executing the sections of the plan for which you are responsible and monitoring and reporting on the College’s performance against the targets set. To contribute to the development and maintenance of the quality standards of the College

- To comply with the College's Financial Regulations and with the requirements of the funding bodies.
- To manage the budget and resources within those areas for which you are responsible.
- To contribute to the further development/maintenance of the Loreto English Education Network's 'Vision, Values and Philosophy'.
- To comply with all Governing Body's policies, including Safeguarding, Child Protection and Health & Safety.
- To represent the Principal/College at various external events e.g. national organisation events, MANCEP events, curriculum networking events, Year 10/11 Option Evenings, etc.
- To carry out effectively the responsibilities assigned by the Principal and Vice Principal.

Assistant Principal: Curriculum

- To help lead the delivery and improvement of the College's provision which follows the curriculum plan, as approved by the Governing Body.
- To support the Vice Principal: Curriculum & Quality to:
 - ensure that the college's curriculum offer is relevant to the needs, experience, interests, aptitudes and stages of development of all students in line with the ethos and admissions policy of the College.
 - plan, implement and evaluate the College's Quality Assurance processes to ensure outstanding provision, the sharing of best practice and the setting of challenging targets to support continual improvement.
 - ensure College policies and processes support effective teaching, learning and assessment leading to outstanding outcomes for students, including high levels of retention and success rates, outstanding value-added measures and high-quality destinations.
 - effectively monitor and evaluate the performance of students across the college, liaising with Heads of Faculty, Heads of Departments, teachers and other relevant staff regarding the implementation of appropriate interventions to support student achievement.
 - plan, implement and evaluate the college's curriculum calendar including Quality Assurance processes, reporting, internal and external assessments/examinations, and INSET.
 - ensure effective strategic planning and recruitment of staff and students.
- To act as Vice Chair of the Curriculum Team, deputising for the Vice Principal: Curriculum & Quality where needed.
- To analyse and evaluate student progress and outcomes, working with the Vice Principal and the Senior Management Team to suggest refinements to enrolment processes and to review the college's curriculum offer and provision.
- To contribute to the production of the college's annual SAR report and the production and presentation of internal SAR reports, working to meet the targets set out in these reports.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To be a member of the Governing Body's Standards Committee, attending calendared meetings and producing reports as required.
- To act as the College's BTEC Quality Nominee, ensuring that all relevant processes and documentation are completed, and regulations adhered to.
- To act as the College's Ofsted Skills Nominee, ensuring the college's provision supports the development of students' skills in accordance with local, regional and national priorities and the Greater Manchester LSIP.
- To work with the Vice Principal: Planning & Resources to review college timetables to ensure to effective and efficient curriculum delivery.
- To line manage several cross-college curriculum managers, namely the High Achievers Coordinator, Head of Teaching and Learning, Work Experience Coordinator and Head of Enrichment, Events, Equality, Diversity and Inclusion and Awards.
- To manage the Head of Teaching & Learning and work with Human Resources to plan, implement and evaluate lesson observation and learning visit cycles, new staff reviews and relevant staff development activities.
- To manage the Work Experience Coordinator and work with Careers staff and Heads of Departments to maximise opportunities for students to participate in work experience initiatives and events.
- To manage the High Achievers Coordinator to ensure high quality provision and a range of experiences to maximise student achievement and progression to high tariff destinations.

<ul style="list-style-type: none"> • To manage the Head of Enrichment, Events, EDI and Awards to ensure the college's work meets the needs of our college community, provides a varied and high-quality enrichment offer, and that the work of the college is celebrated and recognised by external bodies. • To lead on the planning and implementation of Student Voice surveys and support cross college and departmental evaluation of responses. • To act as the College's lead on Artificial Intelligence. • To devise and deliver staff INSET related to curriculum areas as relevant. • To support the authorisation of college trips, ensuring all appropriate planning has been undertaken.
Teaching and Learning
<ul style="list-style-type: none"> • To teach one combine or equivalent of an A Level or other Level 3 qualification in accordance with qualifications, experience and subject specialism/s. • To undertake an appropriate programme of quality-first teaching in accordance with the duties of a standard scale teacher, to deliver outstanding provision and support students to realise their potential. • To undertake the assessment and recording of students' work and give timely feedback in line with the department's Assessment Policy. • To monitor and support the progress and development of students as a teacher within the context of the academic and student support/tutorial structure.
Staffing
<p><i>Deployment of Staff</i></p> <ul style="list-style-type: none"> • To promote teamwork and to motivate staff to ensure effective and professional working relations. • To make arrangements in instances of staff absence to ensure all essential work is completed. • To participate in interview processes for teaching posts and ensure effective induction and review of new staff in line with College procedures and Safer Recruitment practices, including those for ECT staff. <p><i>Staff Development</i></p> <ul style="list-style-type: none"> • To work with the Vice Principal: Curriculum & Quality and the Head of HR to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs. • To complete all relevant new staff induction activities, staff development activities and performance management processes as directed.
Quality Assurance (in addition to the afore outlined duties)
<ul style="list-style-type: none"> • To participate in all relevant quality assurance processes. • To help lead the college through the self-assessment process using national benchmarks, completing robust analysis of students' outcomes and departments' work, celebrating strengths and identifying and planning to address areas for improvement. • To contribute to the College's procedures for lesson observation and learning visits, including work scrutiny. • To help implement common standards of practice across the college and develop highly effective teaching, learning and assessment. • To lead or contribute to internal and external verification systems where appropriate, including keeping accurate records in accordance with College procedures and as directed by, for example, Awarding Organisations.
College Information and Administration
<ul style="list-style-type: none"> • To ensure, as relevant, the maintenance of accurate and up-to-date student information. • To collect, analyse and evaluate performance data, and implement actions for improvement where appropriate. • To contribute to reports within the quality assurance cycle, including those on examination performance, value-added data and other outcomes. • To liaise with the College Information Systems (CIS) Manager, Examinations Officer and Financial Controller where necessary.
Communications
<ul style="list-style-type: none"> • To communicate professionally, productively and positively with college staff. • To liaise with relevant external bodies as appropriate. • To ensure effective communication/consultation as appropriate with parents/carers of students.
Marketing and Liaison

- To contribute to the College's school liaison and marketing activities, including interviewing prospective students, contributing to Open Days, Taster Days, New Students' Days and Partnership High School events.
- To represent the College at external events and to work with and advise the Strategic Manager: Marketing and Schools Liaison to ensure high levels of recruitment of students to the college.
- To link with external agencies as appropriate.
- To contribute to faculties' and departments' collection of data on student destinations as appropriate.

Management of Resources

- To manage and record the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the area's annual budget.
- To co-operate with other faculties and departments to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To work with College leaders to ensure that faculties' and departments' teaching commitments are effectively and efficiently timetabled.
- To ensure an attractive and tidy working environment.

Student Support

- To monitor and support students' progress, achievement and attendance, including through the use of the Student Log and liaison with pastoral staff as relevant.
- To work as a Tutor, fulfilling the relevant duties and following guidance given by the Head of Hall.
- To write UCAS and employment references for students as reasonably directed by the Head of Hall.

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- To be a member of the College Management Team and Curriculum Team and attend meetings as per the College calendar and to undertake duties assigned as per membership of those Teams.
- To contribute to the wider work of the College, for example, as part of the Greater Manchester Higher Partnership, MANCEP, LEEN, HE plus and the Teaching School.
- To implement college policies and procedures e.g. Equality and Diversity, Health and Safety etc.
- To maintain high standards and a professional approach in accordance with the Department for Education's Teachers' Standards.
- To ensure your 'online footprint', including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- This Job Description is subject to periodic review and amendment.

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
Experience			
Ability to lead, manage and motivate teams of college staff	✓		Application, interview
Ability to lead and manage a large and varied portfolio, establishing positive and professional working relationships and motivating and valuing all staff	✓		Application, interview
A thorough understanding of quality assurance processes and proven experience of using them effectively	✓		Application, interview

Evidence of high-quality teaching at an appropriate level, including consistently good/outstanding lesson observations	✓		Application, interview
Evidence of excellent student outcomes, including value-added, retention and student satisfaction, as appropriate	✓		Application, interview
Skills and knowledge			
Ability to plan and operate strategically and manage resources effectively	✓		Interview
Ability to assess and evaluate the performance of others	✓		Interview
Ability to use initiative and promote new ideas and continuous improvement	✓		Interview
Ability to negotiate and manage conflict	✓		Interview
Ability to appropriately delegate responsibility	✓		Interview
Excellent standards of literacy and numeracy	✓		Application, interview
Ability to create high-quality materials to use across the college and to use these materials effectively	✓		Application, interview
Ability and willingness to support college trips and visits	✓		Application, interview
Ability and willingness to lead/attend cross-college INSET	✓		Application, interview
Ability to work with and motivate students	✓		Interview
Willingness to prepare candidates for qualifications with exceptional skills, dedication and altruism	✓		Interview
Ability to work positively with other staff as part of a team	✓		Interview
Excellent organisational and administrative skills and ability to meet deadlines	✓		Application, Interview
Ability and willingness to represent the College at internal and external events	✓		Application, interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
Familiarity with Microsoft Office applications (e.g. Word, PowerPoint, Excel, Teams, Outlook)	✓		Application, interview
Ability to teach a second subject		✓	Application, interview
Qualifications			
A relevant degree-level qualification or equivalent in an appropriate subject	✓		Application
A teaching qualification conferring QTS or QTLS (or allowing an applicant to work toward QTS/QTLS)	✓		Application
Attitude and impact			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to take and follow advice from line managers	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
Personal			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			