**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Centre 0.8 – Croxteth  (Maternity Cover) | Croxteth Park, Liverpool |
| **SALARY** | **BENEFITS** |
| £31,537 - £35,818 per annum  relating to qualifications and experience | Teacher’s Pension  40 days annual leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Principal – Liverpool and Partnerships | Greenspace, Foundation Learning and  General Education Curriculum and Support  Staff Based at the Centre |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The post holder will report to the Assistant Principal – Liverpool and Partnerships forming part of the management team, which aims to maximise success and ensure an effective contribution to strategic plan targets. | |
| Work closely with the Assistant Principal Liverpool and Partnerships and the Assistant Head of Animal Studies and Equine at the Centre to promote a positive team spirit within the Croxteth team and to promote an inspirational teaching, learning and assessment experience for all learners. Managing student positive behaviour and carrying out interventions; including disciplinary matters as required. | |
| To be the on-site curriculum lead for the Greenspace, Foundation Learning and General Education, delivering curriculum and working with he team on site to promote high standards of animal welfare. | |
| To manage the Adult Education Budget (AEB) provision at the Centre, including the Test and Learn and Multiply projects. | |
| To provide leadership and management for nominated programmes ensuring accurate information, advice and guidance to support learners onto the right learning programme to meet their aspiration and capability. | |
| Ensure high quality delivery striving for excellence by managing course recruitment, retention and achievement in a supportive manner with the curriculum team. | |
| Ensure that summative and formative assessment information is distributed and used fully and purposefully to support personal learning and is applied by all teaching team members to ensure accurate individual learning plans and delivery. | |
| To provide leadership which supports excellent learner success, the highest academic standards and positive value added results. | |
| Ensure there is quality assurance (QA) of all aspects of teaching, learning and assessment. | |
| Support the Assistant Principal Liverpool and Partnerships to ensure that all learners have appropriate and accurate learning agreements personalised to their learning needs and that are routinely checked and updated with the ILR Manager. | |
| Be accountable for internal verification (IV) and progress tracking, recording and booking of internal and external examinations and ensuring that robust recording of all outcomes is completed in line with College policies and in liaison with Main Centre colleagues within the Greenspace, Foundation Learning and General Education curriculum areas. | |
| Work with the Head of Areas to ensure there is collaboration and sharing of good practice  between Area staff and the Croxteth Centre teams. | |
| Work with the curriculum team on site to share good practice and facilitate collaborative working with Main Centre colleagues.  To maintain excellent working relationships with external partners operating at Croxteth Hall and Country Park.  Exceed College standards. | |
| **KEY TASKS AND RESPONSIBILITIES** **SPECIFIC TO LEARNING AREA** | |
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| 1. **Manage learners to succeed**    * + - Lead with the Assistant Principal Liverpool and Partnerships, the learner application,   recruitment, enrolment and progression planning for Greenspace, Foundation Learning and General Education students at the Croxteth Park Centre; providing impartial advice and guidance and recruiting with integrity to ensure the best interests of the learner are met.   * + - * Lead and support inspirational learner induction.       * Manage learners through the initial six weeks in College and confirm or redirect to appropriate qualifications.       * Ensure all Literacy and Numeracy screening and formative assessment is used by teaching staff appropriately, to ensure personalised teaching.       * Ensure the completion of all aspects of the College electronic individual learning plan (eILP) providing SMART targets for learners, which promote learner advancement and success.       * Meet with learners, parents/guardians as directed by College protocols.       * Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome.       * Lead course, programme, module, unit management as directed by your Line Manager and exceed expected standards identified internally or externally.       * Monitor Key Performance Indicators (KPI) and report on and action concerns through appropriate channels.       * Have responsibility for contributing to the planning of timetables maximising the efficient use of resources in consultation with the Assistant Principal Liverpool and Partnerships, the Assistant Head of Animal and Equine Studies and Heads of Area.       * Work with the Assistant Head of Inclusive Learning to ensure that all learners who need additional learner support receive it and that it is monitored regularly for its effectiveness in ensuring learner retention and success. | |
| 1. **Lead the delivery of outstanding teaching, learning and assessment**  * Deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success and help cover staff leave and absences etc. * Share best practice in teaching, learning and assessment and provide excellent leadership and support to colleagues through team meetings, peer observation etc. * Ensure the provision of detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates. * Lead and participate in the observation of teaching and learning and embrace areas for improvement positively. | |
| * Ensure the development a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs. * Advise the Assistant Principal Liverpool and Partnerships on innovations and new resources for the specified academic area by investigating the latest information and/or research/resources. Maintain good industry links and keep up to date with pedagogic developments. * Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success. * Ensure assessment briefs exceed expected standards. * Ensure the provision of timely and effective feedback to learners that contribute to learner development and success. * Mark written work to high standards and lead and support colleagues in this process. * Ensure the tracking and recording of learner progress is effective and in a timely manner to support high levels of learner success and positive value added. * Work with the Inclusive Learning Team to ensure that learners with additional learning support needs are provided with high quality support, regularly reviewed for effectiveness ensuring accurate records are held by learning mentors and pro-monitor records are up dated with relevant information. * Lead curriculum enhancement and the development of learner employability skills and personal development, as required. * Promote active participation in scholarship and research. * Ensure all teachers meet annual Continuing Professional Development (CPD) requirements. | |
| **3 In line with the Professional Standards for Teaching and Training England 2022 - actively promote and role model the professional values and attributes**   * Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes. * Promote and embed education for sustainable development (ESD) across learning and working practices. * Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning. * Support and develop learners’ confidence, autonomy and thinking skills, taking account of their needs and starting points. * Value and champion diversity, equality of opportunity, inclusion and social equity. * Develop collaborative and respectful relationships with learners, colleagues and external stakeholders. * Engage with and promote a culture of continuous learning and quality improvement. | |
| **4** **In line with the Professional Standards for Teaching and Training England 2022 - actively promote, role model and embed professional knowledge and understanding into your practice**   * Develop and update knowledge of your subject specialism, taking account of new practices, research and/ or industry requirements. * Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice. * Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement. * Develop and apply your knowledge of special educational needs and disabilities to create inclusive learning experiences. * Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts. | |
| **5** **In line with the Professional Standards for Teaching and Training England 2022 - actively promote the development of professional skills**   * Promote and support positive learner behaviour, attitudes and wellbeing. * Apply motivational, coaching and skill development strategies to help learners progress and achieve. * Plan and deliver learning programmes that are safe, inclusive, stretching and relevant to learners’ needs. * Select and use digital technologies safely and effectively to promote learning. * Develop learners’ mathematics, English, digital and wider employability skills. * Provide access to up-to-date information, advice and guidance so that learners can take ownership of their learning and make informed progression choices. * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support learning and achievement. * Develop enrichment and progression opportunities for learners through collaboration with employers, higher education and/or community groups. | | |
| 1. **Quality Assurance (QA)**  * With the Head of Area to lead internal and external quality assurance requirements. * Undertake course and/or module management, audits and reviews as directed by Line Manager and exceed expected standards identified internally or externally. * Be responsible and accountable for internal verification and moderation processes, including any allied staff development within the team maintaining high quality academic standards in line with awarding body requirements and College policy and procedures. Ensure full compliance from all teaching staff. * Carry out periodic auditing of pro-monitor records and supporting tutors in the quality and timeliness of their completion. * Populate learner/course tracking sheets and presentin accordance with your role at assessment boards. * Take responsibility for the production / monitoring of key data plus the completion of course reports and action plans, as required. * Invigilate examinations following awarding body regulations. * Enhance the student experience, ensuring Staff:Student Liaison meetings, Course Team meetings, student surveys, self-assessment reports, quality improvement plans and registers are completed in an accurate and timely fashion. * With the Assistant Principal Liverpool and Partnerships and the Assistant Head of Animal and Equine Studies to lead a culture of continuous improvement and reflection via coaching, CPD, observations and sharing of good practice. * Be the support for new staff and staff that may require guidance to improve teaching, learning and assessment skills or are the subject of performance concerns. * Share with Assistant Principal Liverpool and Partnerships and the Assistant Head of Animal and Equine Studies the responsibility for performing annual appraisal reviews. * Work with data for recruitment, retention, attendance, EDIM targets, assessment schedules, students at risk and other data to have an informed approach in supervising and supporting teaching staff. * Provide the Assistant Principal Liverpool and Partnerships with regular updates on progress to targets.  1. **Provide Information, Advice and Guidance**  * Support the leadership of the team to ensure impartial, accurate and current course specific information to future and current learners. * Be aware of the range of support available and how to signpost to internal and external support. * Produce and update course fact sheets and course/module handbooks to ensure the provision of accurate, current and complete information to prospective learners and quality assure team documents. * Support the planning of and participate in marketing events, ensuring appropriate and adequate staffing for such events (careers mornings, open days, schools or other promotional events) at the College or other venues. * Interview learners and offer a place on appropriate qualifications whilst recruiting with integrity and providing impartial advice and guidance. * Support learners in decision making with regard to their future progression and identify learner destinations or progression and record on pro-monitor. Quality assure team activities in this area. * Ensure the delivery of high quality staff training concerning the portfolio of programmes to support effective IAG. | | |

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| **DUTIES** | |
| **Exceed College standards**  To promote College sustainability policies and strategies by personal commitment, being vigilant in relation to the College’s Reduce, Reuse and Recycle ethos and approach.  To take an active role in all team activities to ensure full compliance with agreed quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.   * . You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. | |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (I) |  |
| ***Attainments*** | |
| Degree or equivalent in a related discipline (A/I)  Teaching qualification e.g. PGCE / Cert Ed or equivalent (A)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard ( A)  Competent in ICT (A/I)  Evidence of consistent high quality lesson observations (A/I)  Evidence of highly successful teaching, training and / or coaching experience (A/I) | Postgraduate qualification in a related subject (A)  Fellowship of the HE Academy (A)  Published research (A) |
| ***Special Aptitudes*** | |
| Leadership and excellent communication skills and the ability to motivate learners and a team (A/I/P)  Significant amount of teaching experience and knowledge of developments in teaching and learning (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate they are an inspirational role model for all stakeholders e.g. staff, students, parents / guardians (A/I/P) | Involved in latest course developments (A/I)  Coaching / mentoring staff / delivering CPD (A/I)  External verification/examination role (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching , learning and assessment (A/I/P) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) | DSL Training.  Experience of safeguarding and attendance at meetings |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Centre 0.8– Croxteth  (Maternity Cover) | Croxteth Park, Liverpool |
| **SALARY** | HOURS OF WORK |
| £31,537 - £35,818 per annum, pro rata  relating to qualifications and experience | 29.6 hours per week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 40 days annual leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Up to £29,87.99 pa 7.4% Employee  £29,188 - £39,290.99 pa 8.6% Employee  £39,291 - £46,586.99 pa 9.6% Employee  £46,587 - £61,742.99 pa 10.2% Employee  £61,743 - £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee  23.68% Employer  You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new lecturing entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.**  **Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check**). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with College policy, all teacher/assessors are required to:  -complete a minimum number of hours of continuing professional development every year;  -maintain a record of the CPD you have undertaken;  -make that record available to the College.  Failure to comply with these requirements may lead to your dismissal. Full details of the College’s Policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualifications/assessor award/s. The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications. In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |