



Curriculum Leader

King Edward VI College

Candidate Pack



Introduction from Stuart Noss

King Edward VI College is a friendly, supportive and high achieving college, here to help students succeed.

As a long established provider of sixth form education, we are proud of the high quality student experience delivered by well-qualified staff.

Students work alongside staff on all aspects of the college's operations and future direction. Student leadership and student voice are not add-ons to how we do our work but key components of our institutional DNA.

We are an ambitious college, with high aspirations for students and ourselves. I am proud to be the Principal of a College which inspires, challenges and supports its young people to gain the skills they need to thrive.

Principal

Message from the Student Voice

As a Students' Union we believe students should be at the heart of all the college does.

All students should be encouraged and supported to be active contributors in the college community, from our president to the student in the classroom. Student Voice is fundamental in the development of the college and hence, we believe that accountability of those responsible is vital, from us to the Principal and from them to us, to ensure that we are all fulfilling this responsibility. We want the college to be a thriving environment which offers the best experience to our students, where they can grow and reach their goals.

We look forward to working with staff who are passionate about the college and who will walk through its doors, and challenge current thinking and take fresh approaches to provide the best experience possible. We are committed to partnership working to actively help our members and hope that our teaching and support staff are too.

Help us to be co-creators of the college experience, and together we can help the college reach its full potential.

The Student Union



Our Mission, Vision and Values

Mission:

To inspire young people to gain the skills they need to thrive in an ever-changing world as we transform Sixth Form Education

Vision:

Our students will be recognised locally and nationally for the remarkable impact they have on their communities.

Values:

Involved. We are one community with a shared responsibility

Ambitious. We are curious to create exciting ways to succeed

Genuine. We are honest with ourselves and each other

Supportive. We help each other improve with an optimistic and positive outlook.

Key facts about the College

We have been educating the young people of Nuneaton and the surrounding areas since 1552.

Since re-designating as a Sixth Form College over 45 years ago the core purpose of the college has remained the same: to meet the needs of young people from across Nuneaton and the surrounding areas.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1200 students and 100 staff.

We offer over 40 subject courses at A Level and level 3 BTEC, Maths and English GCSE and a diverse range of enrichment courses. We also offer a Level Three Foundation Programme for students needing to resit a range of Level Two courses, as well as Higher National Certificates in Media & Business.

In November 2017 the College was inspected by Ofsted and was judged as continuing to be 'Good'.

In January 2019 the college became the founding member of Better Futures Multi Academy Trust (BFMAT), an SFC focussed Trust sponsored by Coventry University.





College facilities

Students have Study Periods where they can research and complete assignments. The College Library and Study Centre are great places to help students develop their study skills. They offer a range of learning environments, so they can find a space that suits— whether they want to work on their own or in a group.

The College Library and Study Centre have over 70 open access computers plus all the equipment you would expect to find in a modern library – 6,000 textbooks, 40 magazines, 600 DVDs, 1,000 novels and over 500 e-resources. All of these resources have been selected to support sixth form courses and all of them are fully searchable on the library database in college and at home.

But best of all, we have trained and friendly college services staff to answer your enquiries.

For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course. From video cameras to art materials, we keep supplied fully stocked and available on request.



Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly, and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15th amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement, In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

The trust is at an interesting stage of its development. KEC formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway Sixth Form College. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward reaching our vision.

<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

BETTER FUTURES MULTI-ACADEMY TRUST LIMITED
KING EDWARD VI COLLEGE

Curriculum Leader

Start Date: Tuesday 31 August 2021

Permanent Full Time 1 FTE

Sixth Form College Pay Scale 1 – 9 £25,570 to £41,732
plus 2 block remission and £2,400pa management allowance

Closing Date for Applications: Wednesday 19 May 2021 @ 9:00am

Interviews to be held: Wednesday 26 May 2021

The opportunity

We are pleased to announce we are recruiting for a Curriculum Leader to join our existing team of six for the coming academic year. We are seeking an experienced and committed leader to move the student and staff experience forward to ultimately positively impact our students' life chances.

The Curriculum Leader will be the operational lead for the academic faculty, with line management responsibilities for a range of subject teaching staff. As Curriculum Leader the post will report to the Faculty Leader.

The responsibilities

The Curriculum Leader will work with the Faculty Leaders who will oversee three major strands of work; developing our classroom impact through pedagogy and T, L & A, ensuring accurate progress tracking of students takes place in line with college systems and, most importantly, working closely with both the Student Support and Curriculum teams to ensure a first-rate student experience and every student is supported when needed, in the best way needed. A comprehensive job description is included for further detailed information on the Curriculum Leader responsibilities.

The college

This is an exciting time to be joining our high performing Sixth Form College as we develop partnership links across the education sector. We are pleased to be the founding College in the Better Futures Multi Academy Trust with Coventry University, which now includes Billborough Sixth Form College and Gateway Sixth Form College. Working within a trust environment will be central to every role within the college.

The college has approximately 1250 students and 120 staff and is growing yearly.

What we offer

The chance to work with fantastic students who have chosen to continue their learning at King Edward VI College	The trust, autonomy and freedom to take creative risks	A truly progressive approach to how an educational institution operates
The chance to work with open minded colleagues who are ready to work in new and exciting ways	An organisation that wants all of their staff to be happy and achieve at work.	A friendly but fast paced & optimistic culture
A truly purpose rich job where your success is based on helping others	Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development	A safe, values led institution that put the wellbeing of students and staff first
The opportunity to work at a place where students are genuinely at the heart of our decision making.	Financial investment in your professional progression	We are not obsessed with hierarchy. We are obsessed with the student experience.
A flexible and contemporary approach to and view of work	A culture where failure is seen as a learning opportunity	Collaborative opportunities to work with colleagues from two other sixth form colleges

Who we are looking for and what we expect

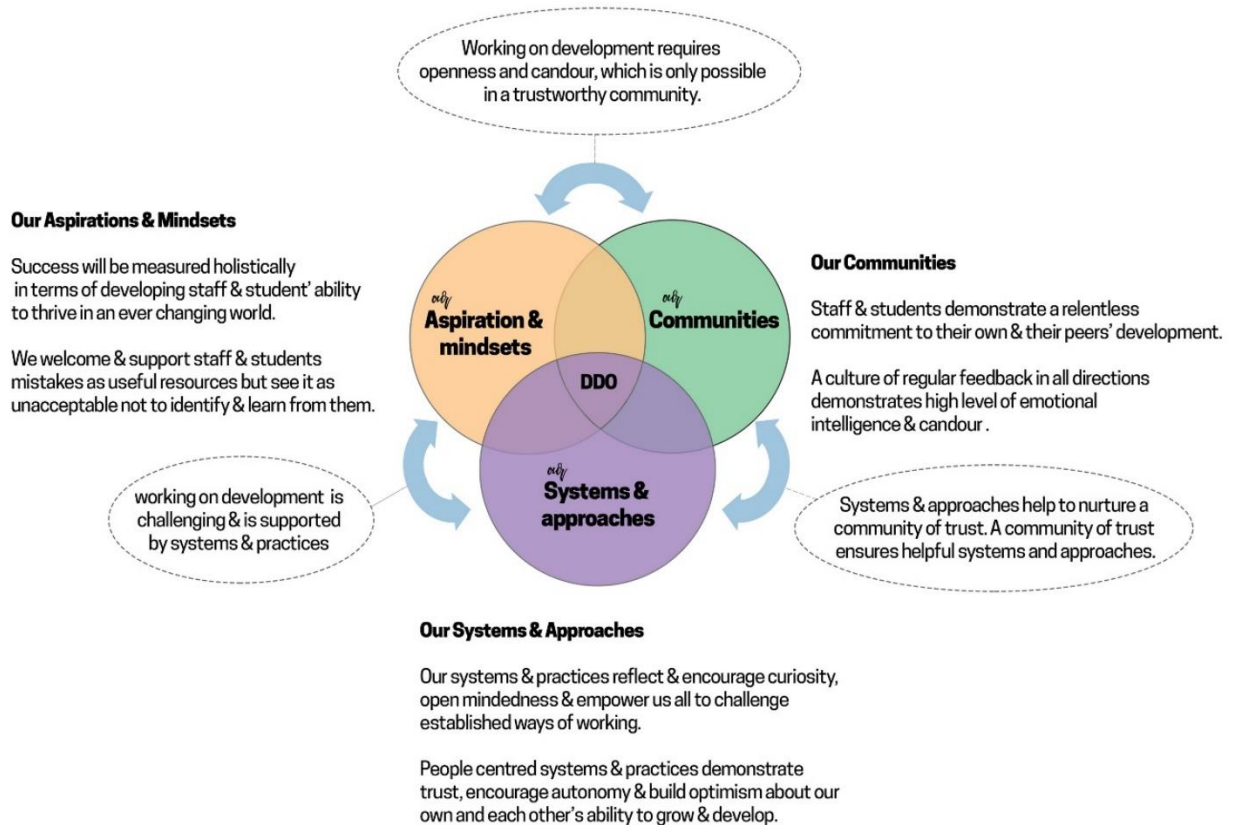
We are looking for adaptive and people centred leaders. The college prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one subject specialism is essential, but an ability to contribute to a range of subject teaching areas would be welcomed.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We also expect them to desire to work in a deliberately developmental organisation as illustrated below.

The Deliberately Developmental Organisation (DDO)

The three dimensions of a DDO



The College is committed to the safeguarding and promoting the welfare of young people

The successful candidate will be required to undertake a criminal record check

via the DBS services

The College promotes diversity and welcomes applications from

all sections of the community

All candidates with a disability will be offered an interview should they meet

the minimum requirements of the post

The College is committed to the continuing professional development of all staff

CURRICULUM LEADER

Job Purpose:

The role of Curriculum Leader is central to the long-term success of the college and our mission to provide an exceptional student and staff experience. Each Curriculum Leader will have the responsibility for the operational and strategic management of a prescribed curriculum area. Curriculum Leaders will also have the opportunity to contribute to cross college areas of leadership, with a defined area of responsibility that aligns with both college needs and their own strengths and interests.

The Curriculum Leader's core remit focuses on the successful provision of their curriculum, to ensure not only the best student experience, but also fulfilling and challenging opportunities for their students and staff to develop and grow.

Accountability:

In the first instance the post holder will be responsible to the appropriate Faculty Leader, within the area of the Assistant Principal.

Ways of Working

1. Each of the curriculum areas will be led by a Curriculum Leader. The leader will work with staff, students and other leaders to continue to improve the quality of teaching and learning, oversee a developmental assessment process, with focus on students' skill development and academic progress, leading to positive outcomes and destinations.
2. Staff within the curriculum area will be line managed by their Curriculum Leader. The Curriculum Leader and staff member should undertake regular check ins that focus on the personal and professional development of the staff member. Conversations should aim to be supportive, honest and developmental in nature, with goals and progress logged in the appropriate channel (Clear Review).
3. The curriculum area is led by the Curriculum Leader, who is responsible for leading the development, reflection on and effective implementation of the three-year strategic plan, through working closely with the teams within that area, to form a positive high performing community.
4. All curriculum Leaders will collaborate across college with each other and the Progress Leaders to create a supportive and ambitious culture, which is supportive and timely in needed interventions to ensure our young people continue to make positive progress.
5. The two Assistant Principals, two Directors and two Faculty Leaders will support the Curriculum Leaders through individual meetings, mentoring and identifying appropriate professional development opportunities as well as supporting them to move towards meeting the college's strategic objectives and mission.
6. Curriculum Leaders will also find support from both senior and middle leaders across the Better Futures Multi-Academy Trust, as well as leading their curriculum teams in collaborative ways of working with similar members of the Trust.

'Our Mindset'

We have the chance to work with fantastic students who have chosen to continue their learning at King Edward VI College	We are given the trust, autonomy and freedom to take creative risks, within clear guidelines	We contribute a truly progressive approach to how an educational institution operates
We have the chance to work with open minded colleagues who are ready to work in new and exciting ways, agreeing aspirational goals, increase optimism and self/collective efficacy and support each other to achieve	We are an active part of an organisation that wants all their staff to be happy and achieve at work.	We help create a friendly but fast paced & optimistic culture
This is a truly purpose rich job where our success is based on helping others to succeed by coaching and mentoring, supervising and challenging	We will strive to give consistent but emotionally intelligent feedback to help remove our blind spots and to accelerate our individual and collective development	We are part of a safe, values led institution that puts the wellbeing of students and staff first
We have the opportunity to work in a college where students are genuinely at the heart of decision making.	We will make financial investment in our professional progression and seek to develop all	We are not obsessed with hierarchy. We are obsessed with the student experience.
We take a flexible and contemporary approach to and view of work	We embrace being in a culture where failure is seen as a learning opportunity	We will seek out collaborative opportunities to work with colleagues across the Multi Academy Trust

Curriculum Leaders duties and responsibilities

Organisation	The Student experience	The Curriculum Teams
To embody a progressive approach to how an educational organisation operates	To be obsessed with the student experience and how to create an exceptional one	To create high staff motivation and wellbeing
To support the strategic leadership team in embedding the Trust & College mission, vision and values alongside the wider college strategies	To work closely with students to ensure that they are at the heart of our decision making process. To work closing with the support teams, Progress Leaders, Progress Coaches and staff within the faculty to ensure no student is left behind and supportive intervention takes place in a timely and appropriate manner	To line-manage staff within a curriculum area.
To be actively involved in partnership working across the Trust and with staff from partner colleges	To develop cross college & MAT teaching, learning and assessment practices, including the lesson observation processes and wider CPD, that	To support the strategic Leadership of curriculum planning and the college timetable.

	help develop our goal of being a centre of excellence.	
To manage day to day operational matters and to uphold core expectations of staff and students.	To ensure a high quality of teaching, learning and assessment across the curriculum area.	To undertake regular one to one check ins and 360 reviews with staff, with focus on individual development needs.
To lead on curriculum developmental processes, including strategic planning, milestone reviews, self-assessment and goal setting	To support student voice processes, including the student union, to ensure regular, organic feedback is received and acted upon.	To oversee the effective use of all information streams & data to build a clear picture of progress to date and identify best routes forward
To ensure all required processes, policies or procedures relating to safeguarding, Prevent, E&D and Health & safety are upheld and adhered to	To support the strategic leadership of 16-19 Study Programmes and ensure successful operational delivery.	To support any developmental or quality improvement processes to deliver positive change and progress
To be active in the recruitment of new staff and their development	To support the strategic leadership of the teacher education programmes	To support externally facing projects with schools, HEIs and other partners .
To undertake three blocks of teaching and LinC, to act as a role model in this sphere.	To support the development of digital learning and other new ways of delivery	To manage curriculum resource budgets and ensure best use of allocated college areas

Generic:

1. As a member of staff working within a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students
2. To embrace the College's commitment to people development by taking part in continuing professional development activities.
3. To support the Mission and values and ensure strategic objectives are achieved.
4. To support Inclusion, Equality & Diversity, Safeguarding and Prevent agenda's and policy.
5. To adhere to all health and safety Policies and practices.
6. This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties which may reasonably be regarded as within the nature of the position. The job description may be subject to modification/amendment at any time after consultation with the post holder.

Teaching Responsibilities:

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform:

- Promote the overall purpose and values of the College and of the relevant subject area, in accordance with College aims and quality standards
- Prepare for, provide and review lessons and other activities to enable the students in her/his assigned classes to learn effectively
- Contribute to the course schemes of work by sharing ideas, preparing and updating materials
- Take all possible steps to ensure that each member of her/his class develops a positive attitude to learning, good work habits and behaviour. These steps include setting an appropriate example to students
- Assess student work and provide timely, accurate feedback in line with both course requirements and College policy
- Maintain effective records in relation to the progress of classes and individual students
- Assist students to make the transition from their school to post 16 study
- Promote links across the curriculum where appropriate
- Be aware of the requirements of public examinations and prepare students for these examinations
- Consult and inform her/his students' parents regarding progress, attainment and attitude
- Consult and inform relevant College staff regarding the progress, attainment and attitude of her/his students
- Take part in the College Professional Development processes
- Participate in the College's quality assurance procedures
- Attend staff meetings, faculty meetings and staff development meetings
- To have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities communicated via College policies and procedures including Diversity and Health & Safety
- Undertake such other duties as may reasonably be required
- Gov.uk Teachers Standards Link: [Teachers' standards: overview \(publishing.service.gov.uk\)](https://www.gov.uk/teachers-standards)

PERSON SPECIFICATION – Curriculum Leader

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> A good standard of education to include GCSE English and Mathematics or compensatory relevant experience 	✓		Application
<ul style="list-style-type: none"> Have a degree in a relevant subject to the course to be delivered by the college 		✓	Application
<ul style="list-style-type: none"> Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification 	✓		Application
Experience			
<ul style="list-style-type: none"> Experience of similar role within an educational environment 		✓	Application
<ul style="list-style-type: none"> Experience of leadership within an educational setting 		✓	Application & interview
<ul style="list-style-type: none"> Experience of leading a diverse range of areas or departments within one or more settings 		✓	Application & interview
<ul style="list-style-type: none"> Experience of supporting people to thrive, develop and fulfil their potential 	✓		Application & Interview
<ul style="list-style-type: none"> Have recent experience of both Level 2 and Level 3 teaching, learning and assessment 		✓	Application
<ul style="list-style-type: none"> Evidence of working with both teaching and support teams 		✓	Application & interview
<ul style="list-style-type: none"> Experience of both A Levels and relevant Vocational (such as RQF BTEC) qualifications 		✓	Application & interview
<ul style="list-style-type: none"> Experience of working with a range of metrics or indicators of success 		✓	Application & interview
<ul style="list-style-type: none"> Experience of budget management 		✓	Application
<ul style="list-style-type: none"> Experience of working within a multi academy trust or multi site setting 		✓	Application
Skills and Abilities			
<ul style="list-style-type: none"> The ability to engage with students, staff and parents in a professional confidential manner 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> Ability to undertake strategic thinking and planning, set development agendas and lead people positively through periods of change 		✓	Application, interview and selection processes
<ul style="list-style-type: none"> Be flexible in approach and able to adapt to the differing needs of students and staff. 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> Demonstrate excellent interpersonal communication skills and organisational skills 	✓		Application, interview and selection processes

<ul style="list-style-type: none"> • Be able to work in a collaborative manner 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> • Be able to adopt a variety of strategies to deal with a range of situations 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> • Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> • Possess excellent team skills and have the ability to contribute to multiple teams and their goals. Be able to work independently and as a member of multiple teams. 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> • Be well organised, reliable and punctual 	✓		Application, interview & references
<ul style="list-style-type: none"> • Possess good IT and administrative skills. Be able to keep accurate records 	✓		Application, interview & references
<ul style="list-style-type: none"> • Be comfortable with utilising a range of metrics or indicators of success, think of new ways of measuring progress and not be constrained by traditional narrow perspectives on performance 	✓		Application, interview & selection processes
Knowledge and Understanding			
<ul style="list-style-type: none"> • Enthusiasm for working in a people centred environment and supporting all to thrive and progress 	✓		Application, Interview & selection processes
<ul style="list-style-type: none"> • Understanding of how to develop and deliver high standards of education and educational experience 	✓		Application, Interview & selection processes
<ul style="list-style-type: none"> • Knowledge and understanding of modern thinking on pedagogy and teaching, learning and assessment 		✓	Application, Interview & selection processes
<ul style="list-style-type: none"> • Flexibility in terms of working hours and an understanding that the demands of the job with vary 	✓		Application and interview
<ul style="list-style-type: none"> • Have an awareness of what Deliberately Developmental and People Centred organisations are, how they work and the values they uphold. 		✓	Application, interview & selection processes
<ul style="list-style-type: none"> • Be able to demonstrate knowledge of and commitment to equal opportunities, diversity and inclusion and how to incorporate it into the role. 	✓		Application & Interview
<ul style="list-style-type: none"> • A clear commitment to the principles and practices of safeguarding of children and young people 	✓		Application & Interview

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions of Teachers' in Sixth Form Colleges.

Contract:	Full Time - Permanent Post. 2 blocks remission plus a £2400pa management allowance
Hours:	1 fte
Salary:	Sixth Form Colleges Teachers Pay Spine: SFC Scale 1 £25,570 to 9 £41,732* (*salary scales from 01 May 2021)
Start Date:	Tuesday 31 st August 2021
Pension:	Membership of the Teachers' Pension Scheme

1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. **You are asked NOT to send a Curriculum Vitae (CV).**

The criteria in the enclosed person specification will be used to assist the short-listing process.

The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. DBS Disclosure

If you are successful in your application you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.kecnuneaton.ac.uk

Closing date for applications: Wednesday 19 May 2021 at 09:00am

Interviews to be held: Wednesday 26 May 2021

Process:

- *Short listing will take place on Wednesday 19 May 2021.*
- *Short listed candidates will be required to submit a short video to support their application, the subject content of which will be advised by 5pm Thursday 20 May 2021. The deadline for return submission will be Sunday 23 May 2021 at midnight*
- *Individual interviews and other panel activities will take place on Wednesday 26 May 2021 further details of these will be advised by 5pm Thursday 20 May 2021.*

Applications should be addressed to:

**Director of Personnel & Corporate Services
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE**

Email: personnel@kecnuneaton.ac.uk

*The College is committed to safeguarding and promoting the welfare of young people.
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The College promotes diversity and welcome applications from all sections of the community.
All candidates with a disability will be offered an interview should they meet
the minimum requirements of the post.
The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

**Better Futures Multi-Academy Trust
King Edward V College, King Edward Road, Nuneaton – CV11 4BE
Tel: 02476 328231
Email: personnel@kecnuneaton.ac.uk
Website: www.kecnuneaton.ac.uk**