



## **Vocational Curriculum Leader**

### **City of Derby Academy**

#### **Full time, Permanent**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA]. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. If you wish to apply for this vacancy please email all completed application forms to [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** Wednesday 3<sup>rd</sup> April 2019

**Interview date:** w/c 8<sup>th</sup> April 2019

**Salary:** Leadership 6-10

**Start date:** As soon as possible



## JOB DESCRIPTION

<b>Post Title:</b>	Vocational Curriculum Leader
<b>Reporting to:</b>	Headteacher, Deputy Headteacher, QEGSMAT
<b>Responsible for:</b>	Developing, co-ordinating and supporting the delivery of an effective vocational curriculum for students between the ages of 11-16.
<b>Scale:</b>	Leadership Pay Scale 6 - 10
<b>Disclosure Level:</b>	Enhanced

### PURPOSE OF THE POST:

#### Purpose:

- Developing, co-ordinating and supporting the delivery of an effective vocational curriculum for students between the ages of 11-16;
- Be aware, through experience and research, of all of the vocational opportunities for our students – both internal and/or external opportunities;
- Develop a strategic vocational overview that supports the school vision;
- Be the vocational curriculum expert – i.e. BTEC Quality Nominee etc.;
- Track, monitor and review the impact of vocational courses through data mapping and staff/student/parent voice
- Be accountable for the performance of students who receive vocational opportunities
- To contribute to, in conjunction with the QEGSMAT, Headteacher and Senior Leadership Team, the values of the school, long term strategic planning and school improvement priorities;
- To develop and implement strategies to ensure every student achieves at the highest possible level;
- To develop a strong professional learning culture that embraces all members of the school's workforce and contributes to the high levels of progress and achievement of students;
- To ensure teaching and learning are good/outstanding, with QA systems to monitor and CPD to support improvement;
- To take line management responsibility set out by the HT
- To attend all Governing Body meetings and present information relating to areas of responsibility when required;
- To present information related to areas of responsibility for the Executive Board and Trustees of the QEGSMAT;
- To lead on training and sourcing training for colleagues in the areas of responsibility;

**Main Duties:**

- Provide high quality leadership and management of the vocational curriculum;
- Liaise with SLT, Connect, HOY and HOD to ensure students have access to vocational opportunities as part of their curriculum;
- Manage a budget to support vocational learning;
- Complete leadership duties and be part of the extended leadership team at CODA;
- Liaising with necessary external providers to ensure effective curriculum are in place;
- Monitor attendance and curriculum outcomes for students accessing vocational curriculums;
- Organise an accurate assessment system for the vocational curriculum areas;
- To manage the process for monitoring the quality of vocational provisions both in school and at alternative sites and work experience placements;
- Liaising closely and collaborating with external agencies and other support programmes;
- Maintaining regular contact between the academy and home as appropriate; establishing constructive links with families / carers, exchanging information; keeping them informed and facilitating support for their child;
- To ensure regular formal progress reports to parents/carers are sent;
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person;
- Quality Assure and moderate the work of staff and students who undertake vocational courses;
- Ensure that policies for safeguarding and Health & Safety are securely in place within the Connect provision;
- Manage the development of display, which celebrates the progress of;
- Develop the use of ICT within the curriculum by promoting its use as a learning tool within the classroom, through external access and developing materials for independent learning;
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them;
- To act as a positive role model;
- To work with the Headteacher and Senior Leadership Team to develop the School Improvement Plan;
- To lead on the completion of the SEF in terms of the performance of the vocational curriculum;
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- To lead and undertake Appraisal Reviews and to act as a reviewer;
- To lead CPD to ensure that staff development needs are identified and that appropriate programmes are developed to meet such needs;
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (ref: Job Description – Teacher);
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example;
- To attend school functions throughout the year;
- To take part in personal professional development;

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



**QEGSMAT**

### Person Specification

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Teaching qualification</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant teaching experience</li> <li>• Experience of working leading a team</li> <li>• Proven track record of raising educational achievement</li> <li>• ICT literate to support effective teaching, learning and communication</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Letter of Application</li> <li>• Selection Process</li> <li>• References</li> </ul>
<b>Shaping the Future</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of current educational developments and how they impact on school improvement</li> <li>• Ability to analyse data, develop strategic plans, set targets, monitor and evaluate progress</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Selection Process</li> <li>• References</li> </ul>
<b>Leading Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• Secure knowledge of statutory requirements relating to curriculum and assessment</li> <li>• Secure understanding of assessment strategies and use of assessment to inform next stages of learning</li> <li>• Ability to lead and inspire high quality teaching and learning</li> <li>• Commitment to include and make a difference for every child</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> <li>• Ability to effectively monitor and evaluate teaching and learning</li> <li>• Effective with managing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching / mentoring staff</li> <li>• Experience of leading INSET / CPD</li> <li>• Positive handling trained</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Selection Process</li> <li>• References</li> </ul>

	challenging behaviour		
<b>Developing Self and Working with Others</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development relating to developing team</li> <li>Commitment to the professional development of staff</li> <li>Ability to lead effectively</li> <li>Ability to communicate effectively with children, parents, staff, governors and others who support within a classroom</li> </ul>	<ul style="list-style-type: none"> <li>Creative approaches to developing teams</li> <li>Experience with working with a variety of agencies / bodies</li> <li>Experience of working collaboratively with other schools</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>
<b>Managing the Organisation</b>	<ul style="list-style-type: none"> <li>Experience of leading and working in teams</li> <li>Ability to produce and implement appropriate curricular or pastoral improvement plans and policies</li> </ul>	<ul style="list-style-type: none"> <li>Safer Recruitment Trained</li> <li>Experience of recruitment and induction</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>Capacity to sustain the ongoing improvement of outcomes for pupils of all abilities</li> <li>Experience and secure understanding of strategies for managing staff performance</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with Governing Bodies</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>
<b>Strengthening Community</b>	<ul style="list-style-type: none"> <li>Experience of engaging with parents to improve pupil outcomes</li> </ul>		<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>
<b>Personal Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>Passionate about inclusion and alternative education</li> <li>Excellent literacy</li> <li>Passionate about education</li> <li>An effective communicator</li> <li>Solution focussed and adaptable</li> <li>Approachable leader with ability to motivate</li> <li>Creative thinker, willing to try new ideas</li> </ul>		<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>Commitment to Safeguarding and promoting welfare of children and young people</li> </ul>		<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Selection Process</li> <li>References</li> </ul>