

**Head of Mansfield and Ashfield Sixth Form Centre**  
**Ref: 22.29**

## **1. The Appointment**

Mansfield and Ashfield Sixth Form Centre is situated right in the heart of Mansfield. This dedicated sixth form is a space where students can thrive and enjoy their independence and features fully-equipped classrooms, science labs and space for group project work and socialising.

The Head of Mansfield and Ashfield Sixth Form Centre will make an important contribution to the aim of establishing the Centre as the first choice for A-Level learners in the area by providing excellent teaching and learning that culminates in outstanding results and outcomes for learners.

The post holder will lead on nurturing the sixth form centre culture to exemplify the highest standards, where high-performing teachers set high expectations, motivate and inspire learners to want to do their very best and excel in all their studies. Emphasis will be placed on teaching that enables learners to acquire ever-more complex knowledge that they can apply proficiently and fluently.

The post holder will be accountable for the success of the sixth form centre, measured through high-quality teaching and learning that secures high achievement rates, high grades, excellent learner progress from their starting points, learner satisfaction surveys and high levels of progression to higher education, higher apprenticeships and purposeful employment linked to their studies.

Knowledge and experience of managing A-level provision within a college or sixth form college or school and proven ability to lead and inspire a team to deliver excellent outcomes for learners is essential.

The role will require the post holder to embed and exhibit the College's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## **2. The Post**

### **2.1 Main Duties and Responsibilities**

- a) Lead and inspire curriculum staff to contribute effectively to the strategic aims of the college and ensure that local, regional and national priorities are met. To respond to these priorities and to adapt and develop provision to meet the demands of all stakeholders.
- b) To respond to funding challenges and changes, innovate and develop the sixth form centre provision to adapt to these whilst striving to maximise growth.
- c) To be a role model and set high expectations and goals for staff and students so that they continually display excellent standards of achievement and behaviour.
- d) To promote, strive and secure outstanding teaching, learning and assessment throughout all sixth form centre provision in order to achieve outstanding results and outcomes for their learners.
- e) To manage, nurture and develop teachers and other staff within the sixth form centre and ensure that they develop their professional practice and good or better outcomes for their learners. That

teachers improve their craft of teaching through excellent continuous professional development opportunities.

- f) To ensure the sixth form centre is efficiently run and delivers its financial contribution targets.
- g) To ensure that all courses within the department are run effectively and meet awarding organisation, funding and quality agency requirements.
- h) To lead on ensuring that all learners strive to, and positively progress to meaningful destinations and career opportunities that will improve their life chances. To increase the proportion of learners progressing to Russell Group universities.
- i) To serve as an active member of the directorate's leadership team and fully collaborate to ensure that specific, measurable actions lead to demonstrable positive impact on the learning experiences and outcomes for all learners.
- j) Play a key in agreeing, setting and securing a viable strategic direction of the sixth form centre.
- k) Lead the sixth form centre in all aspects of quality assurance and improvement. Work effectively with the Assistant Principal – Quality and Standards and sixth form centre staff to ensure all key performance indicators met and that specific, measurable actions secure high-quality teaching, learning and assessment.
- l) Work with the Finance Director and finance team to agree, set and frequently review performance against budgetary targets. That all financial performance is monitored rigorously and appropriate actions are set and reviewed to rectify any underperformance.
- m) Lead on promoting, driving and securing a positive 'can do' culture of high aspiration, continuous improvement and learner focus throughout the sixth form centre staff team.
- n) Responsible for the line-management, development and performance management of the curriculum staff. Inspire, nurture and manage team members effectively and enable them to give their very best.
- o) Lead on the sixth form centre's self-assessment and quality Improvement planning aligned to the College's set 'quality cycle'.
- p) Lead and deliver the sixth form centre's approach to standardisation, IV, EV and awarding body engagement to ensure high standards are continually achieved.
- q) Analyse data, prepare and present reports and other forms of information to the Assistant Principal – Academic Studies in order to monitor the quality of the experience provided for learners and the impact of teaching on their outcomes ie. ALPs, destinations, progress scores of learners.
- r) Promote and raise the profile and reputation of the sixth form centre both internally and externally.
- s) Deputise for the Assistant Principal – Academic Studies in all matters relating to education and learner experience.
- t) Ensure the learning environment is safe and secure for all learners. That safeguarding arrangements and learners' welfare is held to be of paramount importance. Work collegiately with the College's safeguarding team on all safeguarding matters.

- u) To ensure that all promotional activities including enrolment, applicant events, open days and learner recruitment activities are inspiring and engaging.
- v) Ensure team meetings are held regularly to disseminate timely and appropriate information, empower staff and enable them to contribute effectively to the sixth form centre activity.
- w) Work with the Assistant Principal –Academic Studies to ensure the sixth form centre meets the College’s ASPIRE curriculum by continually reviewing, designing and developing the curriculum offer.

## 2.2 Other Responsibilities

- a) To uphold and promote the College’s policies and procedures, promoting those specifically applicable to this area of work, including the Equality and Diversity and Health and Safety policies and procedures and to attend all relevant training as requested.
- b) To comply with the College’s own safeguarding policy and practices and attend training as requested.
- c) To keep up- to- date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the College.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Degree level qualification	✓	
Recognised teaching qualification (Cert Ed/PGCE)	✓	
Literacy to at least level 2	✓	
Numeracy to at least level 2	✓	
Management qualification or training programme		✓
<b>Knowledge and Experience:</b>		
Knowledge and successful experience of leadership and management within an education environment	✓	
Knowledge and experience of managing A-level provision within a college or sixth form college or school	✓	
Knowledge and experience of safeguarding and Equality and Diversity legislation	✓	
Proven ability to lead and inspire a team to deliver excellent outcomes for learners of all backgrounds and origins	✓	
Proven ability to successfully implement change that secures improved outcomes for learners	✓	
Experience of collecting and analyzing relevant forms of data to manage and secure improvement	✓	

	Essential	Desirable
Experience of building successful relationships with external stakeholders, agencies and organisations	✓	
Good understanding of ALPs in measuring the impact of teaching on learners' outcomes		✓
Demonstrable record of securing achievement against targets, key performance indicators and timescale deadlines	✓	
Ability to identify trends, strengths, weaknesses, opportunities and threats in their area of responsibilities to enable appropriate and timely action to be taken successfully	✓	
Ability to develop innovative solutions, encourage the application of new ideas within teams, contribute to strategic planning and effectively manage change	✓	
<b>Skills and Qualities:</b>		
Excellent data handling and analysis skills	✓	
Good digital skills	✓	
Excellent written and verbal communication skills	✓	
Proven ability to lead and work effectively with cross-college teams and establish positive relationships and bring about sustainable improvement	✓	
Highly effective negotiating skills	✓	
High level of analytical and problem-solving skills	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting learner welfare	✓	

#### 4. Position within the College

The post holder will report directly to the Assistant Principal – Academic Studies.

#### 5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Management contract and is subject to those terms and conditions.
- b) The salary will be Head of Department (Leadership) Scale.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You are entitled to 35 days leave, plus bank holidays.
- e) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Friday 24<sup>th</sup> June 2022**.

Selection interviews will be held on **Friday 8<sup>th</sup> July 2022**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44.50 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.**