

Job Description – Centre Director



A. Position Details

Title of Post	Centre Director
Responsible to:	Principal
Grade	Scale Director 3 extended
Salary	£83,615 - £104,000 (Subject to performance)
Responsible for:	<p>This is a Senior Management role within the College Senior Leadership Team (CSLT) and Academic Leadership Team contributing to the strategic, operational management, development and performance of all aspects of college operations.</p> <p>Support on all curriculum at the College and line management responsibility of specific Assistant Principals.</p> <p>Support the development of Teaching, Learning and Assessment improvement strategies in pursuit of an outstanding student experience</p> <p>Lead and be responsible for the performance management of direct reports in order to achieve consistently high outcomes</p> <p>To support the implementation of the College's quality improvement strategies and maintain a culture of continuous improvement through self-assessment and other quality initiatives either through the college or wider Group.</p>

B. Purpose of the Job

Strategic Leadership	<p>Develop the educational character and mission of the College, implementing the policies and decisions of the Chief Executive & Group Principal and the Strategic Leadership Team.</p> <p>Implement and support the development of performance management across all aspects of the College's provision.</p> <p>Working with the Principal, SLT and College Managers, develop the College's strategic and operational objectives into approved strategic plans and annual performance targets.</p> <p>To contribute to the strategic direction of the college.</p> <p>To support the development and review of the Curriculum Delivery Plan (CDP) and related processes and implement improvements to positively impact on user functionality and planning.</p>
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To realign the curriculum to meet the needs of learners and stakeholders in accordance with the Accountability Agreement, Local Skills Improvement Plans, relevant government policy including curriculum reform, market trends and other strategic priorities as outlined by the governing body and SLT.

To provide centre focussed leadership and management working within the college's overarching framework to convert our purpose and strategic objectives into clear and aligned action.

To provide adequate additional learning support resourcing for all students regardless of abilities.

To work cooperatively and supportively with the management teams of the College's other centres in implementation of college policy and standard college procedures and on the promotion of student access and progression and sharing good practice

To ensure the production of accurate and timely reports to the Chief Executive Officer & Group Principal, the Principal, Governors and external agencies as required

Teaching & Learning

Provide outstanding leadership and management of the College's curriculum quality and student support to ensure innovative and effective delivery of teaching, learning and assessment, securing outstanding performance across all College activities and provision.

Ensure high standards of teaching, learning and skill acquisition throughout the College to ensure excellence in learning and student outcomes.

Support the Principal to oversee the College's Self-Assessment process, including the production, monitoring, reporting and validation of the College's Self-Assessment Report and the college operational plan in conjunction with the other members of the UCG Group.

Deliver continuous improvements in teaching and learning, linked to strong quality assurance work and ensure that high quality standards are set and achieved for all programmes.

Develop innovative strategies to ensure that the targets for sustained improvement in learners' retention, achievement, student satisfaction and progression into positive destinations are achieved and learners are well prepared for their future both professionally and personally.

To ensure that methods of teaching and learning and related pedagogy practices are reviewed and in line with adaptive strategies aligned to student need including the use of technology enabled learning

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To identify and create opportunities to share innovative learning and teaching practice across the College, and with the wider sector community.

To support and monitor the flexible and adaptive delivery of learning to a common standard, and to the benefit all learners across all modes of delivery and attendance.

To be responsible for the promotion and embedding of new technologies and other innovative practices in learning.

Ensure that quality frameworks are implemented efficiently and effectively across all curriculum areas.

Use data outcomes, added value and student progression to identify the need for quality actions and timely, effective interventions and to ensure that the Centre meets its balanced scorecard targets for enhancing the student experience and outcomes

To ensure that all policies and procedures are followed and applied rigorously to adhere to any potential internal or external audit, any external agency scrutiny or funding compliance, including preparedness for Ofsted inspections

Partnerships

As appropriate, represent the College to maintain and develop effective links with local authorities, the local community, external academic bodies, the media, professional bodies and appropriate government departments and agencies or as agreed with the Principal and wider SLT and CSLT.

Participate, with staff, in the College's continuing professional development programmes, which include industry-based work shadowing, attending seminars, college conference days and training events appropriate to job roles

Be an ambassador externally, leading on and contributing to effective and positive partnerships at local and regional level – especially with the schools, employers and faith communities.

Ensure that the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves.

To support marketing and partnership activities in order to impact the growth and development of the College.

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Corporate and resource management

Working with the Chief Financial Officer and wider SLT, develop and improve the College infrastructure to ensure the provision of high-quality accommodation and facilities, systems and processes to support the work of the College.

Ensure that the Principal, Strategic Leadership Team, and Board receive regular and comprehensive reports on the College's operations, financial performance and learners' achievements.

Working with Finance and MIS support the timely and accurate preparation of estimates of income and expenditure for consideration and agreement of the Principal before submission to Chief Finance Officer and Strategic Leadership Team for ultimate approval.

To ensure the proper management of resources in line with the approved budget for the College.

Ensure that effective financial, planning and other management tools, including those against fraud and theft and for the management of risk, are in place to safeguard public funds and to secure the efficient and economical use of resources.

Ensure that College-wide systems of performance review and staff development operate effectively and nurture a culture of continuous professional development and self-improvement.

To champion new income generation initiatives and developments across the Centre and wider College

To drive a professional, agile business approach across the Centre that identify and exploit opportunities to earn income from a variety of sources including commercial provision working alongside the Director of Business Development.

Ensure that all of the estates function at your centres are used efficiently

Statutory responsibilities

Health & Safety - Ensure all activities within area of responsibility comply with health and safety regulations and are statutorily compliant and that all staff follow and implement the College Policy for Health and Safety. This includes ensuring Health and Safety policies, practices and legislation are complied with and that safe working practices for staff and students are adopted at all times.

Equality & Inclusion - Ensure all activities within area of responsibility comply with the Equality Act 2010 and that all staff follow and implement the College

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Policy for Health and Safety and to carry out the duties of the post with due regard to Equality & Diversity policies and core values.

Safeguarding - Ensure all activities within area of responsibility comply with the Group Safeguarding and Child Protection policies and procedures.

Ensuring that all staff meet the College statutory obligations and that all activities undertaken are in line with the College/Group commitment to safeguard and promote the welfare of the organisation's learners and vulnerable adults.

People Management

Lead, manage and develop a team of staff, with direct line management responsibility for key career clusters and into the future designated college managers as agreed with the Principal.

To deploy these staff as appropriate to ensure adequate cover within the area of responsibility managed.

To provide line management responsibility for staff performance. To monitor and appraise the workloads and effectiveness of allocated staff through regular supervision meetings.

To identify and facilitate the development needs, and any required training, of staff are met whilst ensuring that the workforce and succession planning priorities are delivered.

To promote equality of opportunity with regard to the management and development of staff.

To negotiate and agree annual key objectives and performance targets with allocated staff through the appraisal process.

To support the Chief Financial Officer and lead on aspects of the cross cutting theme of people (students and student facing staff) within United Colleges Group with a strategic lead for Equity & Inclusion.

Expectations of the Post Holder

Working with the CEO & Group Principal in all aspects of management of the College to maximise effectiveness and efficiency across the full range of college activities.

Provide leadership in line with the Colleges values and principles

Undertake such other duties as required commensurate with the level of the post as may be reasonably required at the initial place of work or at other locations in the college

To ensure all learners are safe and uphold high standards of Safeguarding practices in the day to day running of the centre and college.

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Achieve individual and team targets agreed within the colleges annual planning and performance review processes

To monitor regularly and take action to ensure progress towards the achievement of the Operational and Strategic Plans of both the College.

To undertake appropriate, continuing professional development

To promote by consistent example, both internally and externally, the philosophy, values and behaviours outlined in UCG/College's vision, mission and values statement.

Demonstrate flexibility and initiative when carrying out responsibilities

Undertake such other duties as required commensurate with the level of the post as may be reasonably required at the initial place of work or at other locations in the college

Be committed to professional self-development and the development of others through active participation in and facilitating learning and development

To work effectively with SLT and undertake all other duties which the Principal and Board may determine in consultation with the post holder, to ensure the strength, position and viability of the College.

Comply and promote health and safety and cyber security at work and undertake training as required.

Celebrate difference and be a committed champion to equity, diversity and inclusion

The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time as well as some evening and weekend work

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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Appendix 1

Each Centre Director will be given responsibility for specific centres within the United Colleges Group footprint as well as specific cross group responsibilities for Curriculum Planning, Curriculum Development, Supported Learning, Additional Learning Support, English, Maths & Skills, Safeguarding, Student Services & Student Support.

Centre Director	Centre Director	Director of Student Support Services & Skills
Paddington	Willesden	-
Euston	Wembley	-
Cockpit Theatre	Maida Vale	-
Cross College Lead	Cross College Lead	Cross College Lead
Curriculum Development	Supported Learning	English, Maths & Skills
Curriculum Planning	Additional Learning Support	Safeguarding
-	-	Student Services
-	-	Student Support

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Postholder Expectations	The postholder will be expected to embody and actively promote the College's values in all aspects of their work:
<i>Inclusion and Belonging</i>	Create and sustain an environment where diversity is celebrated, barriers are challenged and every individual feels welcomed, valued and able to thrive. Actively champion equity, diversity and inclusion, ensuring that policies, decisions and practices address barriers and create opportunities for all colleagues to thrive
<i>Mutual Trust and Respect</i>	Build positive relationships through openness, honesty and integrity, treating all members of the College community with dignity and professionalism.
<i>Putting Students First</i>	Ensure that decisions, services and workforce initiatives contribute to improving the student experience, supporting high-quality teaching, learning and support. Demonstrate an understanding that every workforce decision ultimately impacts students, ensuring people strategies support excellent teaching, learning and student services.
<i>Always Improving</i>	Demonstrate a commitment to reflective practice, innovation and continuous professional development, seeking opportunities to enhance personal effectiveness and service excellence. Foster a culture of evidence-informed decision making, innovation and reflective practice, encouraging continuous improvement across HR services and wider College operations.
<i>Compassion and Empathy</i>	Approach interactions with understanding, kindness and sensitivity, recognising the importance of wellbeing and supporting colleagues through change and challenge.

The postholder will also undertake other duties commensurate with the grade and responsibilities of the post as reasonably required by the College.

Person Specification

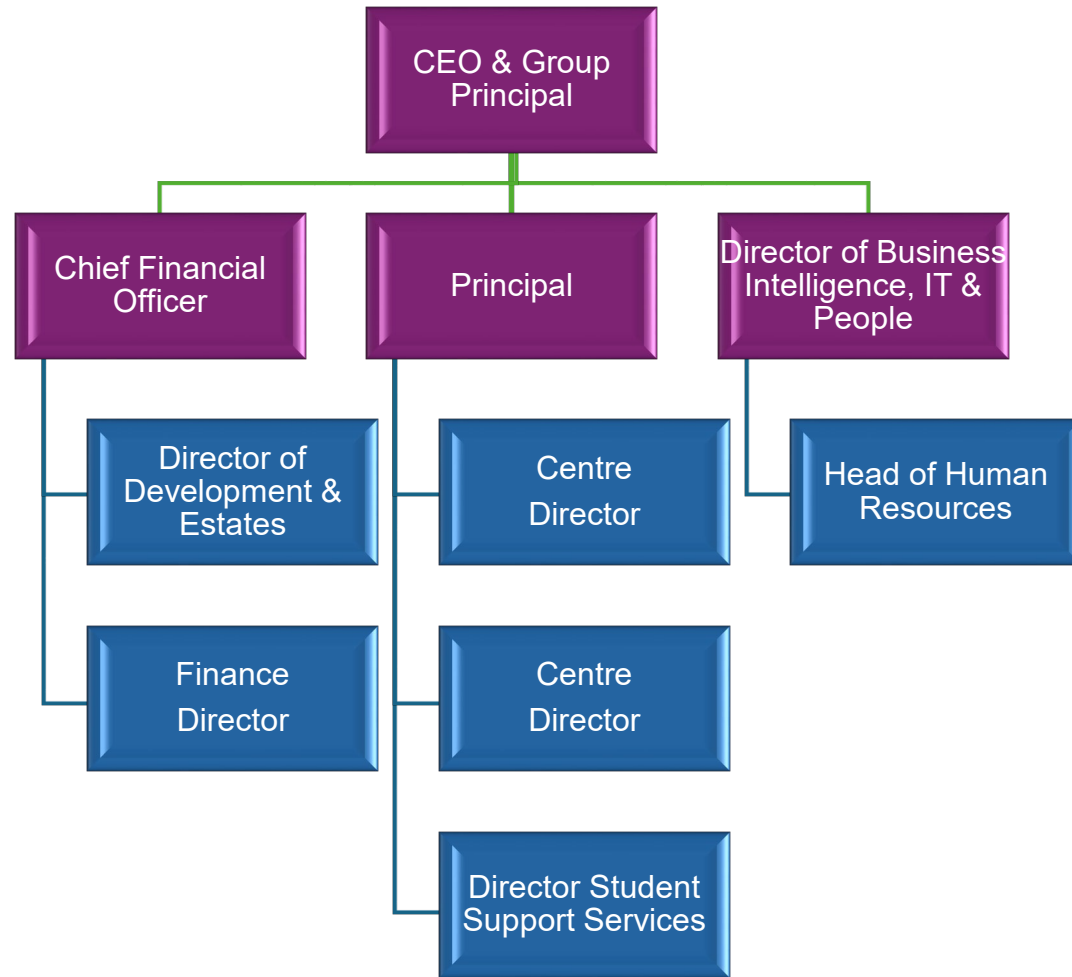
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Qualifications	Educated to degree level or equivalent with a record of continuous professional development such as a higher-level post graduate qualification, a professional qualification and/or teaching qualification would be desirable.
Experience & Knowledge	<p>Track record of senior level strategic leadership and management in a Further Education setting.</p> <p>Evidence of on time delivery of organisation change and student and staff engagement strategies</p> <p>Experience of working with multi-disciplinary teams creating a positive culture and change programme</p> <p>First class communication and interpersonal skills with the presence and credibility to lead the College and to play a local and regional leadership role and the ability to interpret technical information and provide assurance reports to senior leaders and governors</p> <p>The ability to inspire people to think and act innovatively and to challenge established ways of doing things</p>
Personal Qualities	<p>A commitment to the College's purpose, values and principles and to meeting the needs of the learners, employers and communities that the College serves.</p> <p>A commitment to quality and an aspiration to deliver and sustain excellence drive, resilience and a natural desire to work collaboratively</p>



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	Strategic Leadership Team
	College Senior Leadership Team