

# Job Description



## Director of Vocational Specialisms, Partnerships & Quality

Reporting to: The Associate Principal Mr Darren Perry

Purpose: To carry out any responsibilities delegated from the Associate Principal with the purpose of developing a high quality KS4 and KS5 vocational curriculum that prepares students effectively for their next stage of learning.

In summary: The post holder will:

- have an extensive knowledge and a well-informed understanding of the quality processes, assessment requirements and arrangements for the suite of vocational qualifications taught across KS4 and KS5,
- demonstrate a developed knowledge of curriculum and a flexible and creative approach to the design of collaborative and progressive learning opportunities well-matched to learning/ assessment outcomes,
- hold the role of centre quality nominee for all vocational qualifications and will maintain an up-to-date knowledge of national developments, assessment requirements and quality processes,
- develop partnerships to enhance the vocational curriculum and take a lead role in further developing strategic partnerships with related parties, including The Academy of Contemporary Music and other Mercian Academy Trust schools.

| Lead / significantly contribute towards  | Monitor  |
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| <ol style="list-style-type: none"> <li>1. Lead a team of vocational staff, contributing to their ongoing professional development through coaching and mentoring, demonstrating effective practice and compliance towards quality standards.</li> <li>2. Create a culture of high challenge, high support and high expectation amongst the vocational team.</li> <li>3. Promote collaboration and work effectively as a team member to plan, deliver and evaluate vocational learning experiences.</li> <li>4. Network and liaise with a broad range of community/ industry partners and identify opportunities for authentic Project Based Learning across vocational areas.</li> <li>5. Instil a culture of professionalism across all vocational pathways and introduce systems to reward and showcase student progress in these areas.</li> <li>6. Maintain a robust data driven approach to monitoring vocational outcomes against whole school targets and performance indicators.</li> <li>7. Act as centre quality nominee for all vocational qualifications.</li> <li>8. Manage partnerships with related parties, including The Academy of Contemporary Music and other Mercian Academy Trust schools.</li> <li>9. Co-ordinate a high profile CEIAG programme to recruit and retain learners, particularly KS4 to KS5 in our core vocational specialisms.</li> <li>10. Lead and administrate UCAS and monitor intended KS5 destinations across the vocational team.</li> </ol> | <ol style="list-style-type: none"> <li>1. <b>Self-evaluation and improvement planning</b> to drive improvement and raise standards in all areas of sixth form and vocational provision.</li> <li>2. <b>National developments/ reforms</b> to ensure that SLT and staff are advised regularly regarding appropriate vocational pathways and programmes in accordance with national policy, performance tables and funding arrangements at KS4 and KS5.</li> <li>3. <b>Vocational performance across KS4 and KS5</b> through co-ordinating high-quality teaching and learning across curriculum and ongoing monitoring of student progress and attainment in KS4 and KS5 (Applied General and Tech. Level) qualifications.</li> <li>4. <b>Quality standards:</b> Co-ordinate a vocational team to ensure that there are robust and documented processes in place to meet awarding body standards for all registered and accredited programmes.</li> <li>5. <b>Resources</b> to improve standards of learning, achievement and professional learning environments.</li> <li>6. <b>Sixth form promotion</b> to ensure retention of existing year 11 students and the recruitment of external applicants.</li> <li>7. <b>CEIAG</b> by providing guidance and support on Higher education, conservatoire, careers and apprenticeship pathways including applications, interviews and preparing students to raise aspirations for progression post-18, assist with all aspects of reference writing and the administration of the UCAS process.</li> <li>8. <b>High quality pastoral care and student support</b> though the planning, monitoring and delivery of a sixth form tutor package; effectively lead a vocational team; monitor attendance, professionalism and punctuality; liaise with parents; plan and deliver assemblies to form part of the SMSC provision at KS5.</li> <li>9. <b>Partnerships</b> with Academy of Contemporary Music and other relevant vocational partners in all aspects of quality, achievement and recruitment.</li> <li>10. Quality of Teaching, Learning &amp; Assessment</li> </ol> |