

Job Description

Group Member:		Pudsey Sixth Form College	
Job Title:		Head, Curriculum and Quality	
Reports to:		Principal, Sixth Forms	
Job Grade	Spot Point	Department	Sixth Form

ROLE SUMMARY:

We are looking to recruit a Head, Curriculum and Quality to lead on all aspects of curriculum development for the exciting new Pudsey Sixth Form College. Pudsey Sixth Form College, opening for its first intake in September 2025, is a purpose-built Sixth Form College in the heart of Pudsey, developed through partnership between Luminate Education, the biggest GFE provider in the country, and 3 local schools: Leeds West Academy, Crawshaw Academy and Co-op Academy Priesthorpe.

This role will offer the successful applicant the ability to design and implement a curriculum that maximises student progress and that builds on the partnership's ethos of high aspirations and high support. The role will provide a unique opportunity to lead on the recruitment of a new staff team designed to deliver outstanding outcomes and student experiences.

Based in the first instance at Leeds Sixth Form College in central Leeds, the applicant will transition to lead the team of Sixth Form specialist staff at the new site once the building is complete this summer. Reporting to the Principal, Sixth Forms for Luminate Education, the role would suit an experienced teacher or established manager within a Sixth Form College, School Sixth Form or Further Education context.

SPECIFIC ROLE RESPONSIBILITIES:

- Work with the Principal, Sixth Forms to develop a recruitment strategy for a new team of Sixth Form specialist staff
- Develop and help embed a curriculum that maximises student progress
- Support the Principal, Sixth Forms to create a bespoke timetable and enrichment plan to provide outstanding experiences for learners

- Cultivate and embed a positive learning culture for staff and students.
- Take accountability for the effective and efficient management of budgetary responsibilities in accordance with the College's financial regulations
- Lead and model outstanding teaching, learning and assessment

CORE RESPONSIBILITIES:

- **People Management:** Undertake all duties that contribute towards effective people and talent management strategies are in place, to lead and develop a successful, autonomous and high performing team, that reaches targets and proactively demonstrates the organisation's Values and mission, whilst taking ownership of their remit.
- **Leadership:** Cultivate and embed a positive learning culture for staff and students. Support and influence colleagues and peers to contribute effectively to the strategic aims of the College and Luminare, ensuring that local, regional and national priorities are met, to secure outstanding outcomes for students and employers. Role model desired behaviours and champion diversity, inclusion and innovation. are met, to secure outstanding outcomes for students and employers. Role model desired behaviours and champion diversity, inclusion and innovation.
- **Financial Responsibility:** Take accountability for the effective and efficient management of budgetary responsibilities in accordance with the College's financial regulations, to ensure the Department is efficiently run and delivers its financial contribution targets. Maximise innovative funding opportunities relevant to the department, including project income.
- **TLA+Q oversight, driving standards:** Ensure that student retention, success, value added / distance travelled and progression rates within the department exceed national average year on year. Ensure effective quality assurance measures are adhered too, in accordance with guidance from the Quality team.
- **Collaboration/planning/cohesion:** Support the sharing of skills to other team members through workshops or other CPD activities. Proactively engage in cross college/group project work, aligned with strategic and innovative projects that enhance the student and staff experience which may also raise the profile of the organisation.
- **Commitment to driving continuous improvement:** Actively promote continuous improvement methodologies, including participation in curriculum and College self assessment reports, inspection preparation, quality audits and process reviews.
- **External engagement:** Liaise and network with local authorities, government agencies, sector specialist groups and other relevant stakeholders to ensure that requirements and time bound activities are being met.
- Support the Principal, Sixth Forms, and deputise as appropriate

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	PGCE or equivalent	A
E	Degree or equivalent qualification	A
E	A track record of delivery of excellent student outcomes at or above national benchmarks	A / I
D	Masters or equivalent professional qualification	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Demonstrable experience of raising student outcomes across multiple classes and subjects	A / I
E	EK2. Experience of leading and managing high performing teams	I
E	EK3. Thorough knowledge of the post-16 curriculum landscape, particularly A levels	A / I / T / P

E	EK4. A track record of teaching, learning, assessment and feedback excellence in their own practice	A / I / T / P
E	EK5. A track record of improving teaching, learning, assessment and feedback excellence across a team	I / T / P
E	EK6. Experience of recruiting and retaining staff in an education context	A / I
E	EK7. Clear evidence of contributing to a culture of high challenge and high support and of supporting learners to realise their aspirations	A / I
D	EK8. Experience in forming and developing curriculum plans or contributing to strategic discussions around curriculum intent	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Understanding of barriers to learning and ways to overcome them, including the ability to implement effective interventions	A / I
E	SC2. The ability to form meaningful and impactful relationships quickly	I / P
E	SC3. Excellent written and oral communication skills to a range of stakeholders	I / T / P
E	SC4. Excellent organisational, time-management and administrative skills, including a high standard of computer and online abilities	A / I
D	SC5. Able to work positively and effectively as a member of a team and on own initiative	A / I
D	SC6. The ability to adapt to change and hold key problem solving skills	I / T / P
D	SC7. Ability to plan and deliver quality teaching across identified modules	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I