
Student Progress and Development Manager

External Vacancy

Post Ref: 6012. Part Time, 18.5 hours per week. Fixed Term for 1 year, £35,817.75 to £37,996.68 per annum, pro rata.

Attractive benefits for this post include 46 days' holiday per year, plus bank holidays (pro rata) and access to the teachers' pension scheme.

Reporting to the Director of Sixth Form this is an opportunity for a high performing, ambitious, highly skilled and experienced individual to join our College.

We want all of our students to feel the College is one of the best places to study in the country.

Through working closely with the Director you will be responsible for the delivery of student progress and development function, along with responsibility for student progress, retention and achievement within Sunderland Sixth Form.

You will need to ensure teams actively contribute to the achievement of strategic objectives in particular the delivery of an outstanding student experience in line with the Colleges goals and ethos of 'Student First'.

Most importantly you will be able to build highly effective, positive and professional working relationships with colleagues across the College in order to champion enhancements to the quality of students' progress, development and achievement. You need to demonstrate a flexible mind-set when seeking to develop and deliver creative and innovative solutions, relevant to academic students and that meet anticipated student needs.

Sunderland College is a Further and Higher Education College based in the City of Sunderland; and one of the largest Colleges in the North-East region. It is a multi- College estate with 4 College campuses. Annually the College delivers education and training to c12,500 students ranging in age from 14-16, 16-18, and 19 years and above. Delivery spans all education routes including GCSEs and A levels, professional and technical education, apprenticeships, higher education and international.

Over the last 2 years the College has been scrutinised as part of the Governments national review of post 16 education, and also by the British Council, the Quality Assurance Agency and OFSTED. In each instance it has achieved impressive outcomes. The last OFSTED inspection report in June 2016 describes the College's leadership as strong, evident in; "Excellent communications and a highly visible leadership team [that] underpin collaborative working across the College"; "A culture of high expectation"; and "A highly inclusive culture". The College also competes nationally and regionally and has recently achieved Continuing Excellence for the Better Health at Work Award.



For this post applicants should be able to demonstrate in their personal statement practical examples of how you fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

If you would like to discuss this exciting opportunity further then please email Sara White to arrange an informal discussion on sara.white@sunderlandcollege.ac.uk

For details on how to apply please visit www.sunderlandcollege.ac.uk/vacancies or alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Wednesday 25 July 2018

It is anticipated that interviews will take place during the week commencing 13 August 2018

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

This is a description of the job as it is at present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserves the right to make changes to your job description commensurate with your grade/level in the organisation after consultation with you.

Post Title	Student Progress and Development Manager
Post Reference:	6012
Reports to	Faculty Director/Director of Sixth Form/Head of HFSC
Department	TBC
Grade	036-38
Contract	Part Time, Fixed Term for 1 year
Location	Any College Campus

ROLE PURPOSE

To be responsible for the delivery of student progress and development functions within a Faculty and co-ordination of student progress and development across the College. The post holder will be required to provide strong, visible leadership to develop a culture of high performance and learner outcomes. To be responsible of the student retention and achievement within a faculty.

The post holder will also be responsible for ensuring teams actively contribute to the achievement of strategic objectives, in particular the delivery of an outstanding student experience in line with the College's goals and ethos of 'Student First'.

This post is a Designated Safeguarding & Prevent Officer

This post line manages the following designated functions:

- Student progress and development
- Employability including work experience/placements

The post holder will:

- be able to build highly effective, positive and professional working relationships with colleagues across the College in order to champion enhancements to the quality of students' progress, development and achievement.
- demonstrate a flexible mind-set when seeking to develop and deliver creative and innovative solutions that meet presenting and anticipated needs of students.

KEY ACCOUNTABILITIES

Leadership and Management

- Provide excellent leadership to ensure that the College offers the highest quality service to its students and foster a culture of high aspiration which inspires and empowers students to be the best they can be.

- Lead, manage and monitor Student Progress and Development tutors.
- Demonstrate day-to-day commitment to the College's core values and mission, leading by example. Encourage the commitment of staff and implementation of the College's policies, practices and procedures, including those relating Safeguarding and Health and Safety.
- Clearly articulate the standards required for student progress and development ensuring that those standards are consistently achieved or exceeded.
- Lead student progress and development effectively using management information, data and performance indicators to further enhance student attendance, retention, progress and achievement.
- Develop the capacity and capability of the team through the effective deployment of resources, the effective use of existing and emerging technologies and systems, and the continual review of student and stakeholder feedback.
- Ensure that the staffing resources are deployed to achieve the most effective outputs, that expectations and objectives are clear and that there is a highly effective plan for development to meet student needs.
- Efficiently and effectively line manage the Student Progress and Development Tutors, addressing any issues of poor or under performance in a timely way in line with the College procedures.
- Take an operational lead on identifying process and systems requirement to enhance student progress and development towards their career goals and work with colleagues across the College to deliver such improvements.
- Engage key customers and stakeholders in the process of service development, placing students at the heart of all we do.
- Co-ordinate with the Head of Student Experience and line manager to clearly articulate how the provision will be developed in the future and ensure that there is clear alignment between College, faculty objectives and individual contributions.
- To effectively manage delegated budgets within agreed limits, ensuring a focus on maximising positive outcomes for students.
- To support the delivery of staff development sessions including ProMonitor, At Risk, Target Setting, attendance monitoring and Positive Behaviour Management outside the classroom.

Student Journey

- Ensure that the Student Progress and Development team within the faculty provide outstanding customer service and guidance to provide excellent student (and parental) experience from open day to leaving.
- Work closely with Director of Student Services and Faculty Director to ensure that all students receive an appropriate induction to enable them to succeed on their chosen course of study.
- Work closely with the Head of Student Experience to develop and implement PDBW plans across the faculty.
- Liaise closely with curriculum colleagues regarding retention, achievement, academic progress, work experience/placements as part of the capacity fund and T levels and well-being of students.
- Deliver teaching, learning and assessment as part of the cross-college PDBW plan within

the faculty.

- To quality assure the all areas of responsibility, delivering tangible improvements in student outcomes and progression and ensuring the pastoral teams share high expectations of their students in all elements of their study programme.
- Lead the development, modelling and monitoring of student progress, development and employability working closely with line manager and the Head of Student Experience.
- To facilitate and coordinate student voice activity within a Faculty in liaison with Student Experience, including on-programme surveys, to ensure the College pro-actively seeks student views and identify themes and trends, working with students and staff to listen, understand and address any concerns through targeted interventions and support.
- Contribute to the effective monitoring of student progress and attainment against predefined targets and have oversight of students identified as At Risk.
- Work with the Director of Student Services to develop, implement and evaluate innovative models of support to meet the changing needs of the students who considered 'at risk'.
- Ensure strategies are in place to deliver measurable and sustainable improvement of students' outcomes and experiences.
- Understand the support needs of the student population and be able to deliver effective support.
- Oversee the implementation of employability and work experience within the student journey ensuring a consistent approach across all curriculum areas within a faculty and report on outcomes.
- Lead on and oversee the implementation of student disciplinary (positive behaviour) policy, ensuring equity, fairness and consistency of approach across the faculty and support the Director of Student Experience with the reports relating to the outcomes of the procedures.
- Work in partnership with Curriculum Managers to support teachers to address behavioural concerns, working with them to identify and implement strategies that successfully resolve concerns while retaining students wherever possible
- Contribute at a leadership level to the student learning journey ensuring students have an excellent College experience that supports retention, attendance, progress and achievement.
- Contribute to the 'Student First' agenda often taking the lead to ensure that robust systems are in place within an improvement focused infrastructure.
- Ensure effective implementation of Equality and Diversity through Faculty and Sixth Form Student Progress & Development.
- Contribute to the review, development and implementation of policies, procedures and relevant standards, ensuring changes are effectively communicated.
- Contribute to the review, development and implementation of progression processes; and activities for 14-19 students including progression from FE to HE.
- Develop and build the professional workforce.
- Liaise and guide staff as appropriate to ensure the needs of students are effectively met.
- Carry out observations and learning walks to support the drive towards outstanding learning and academic support.
- Contribute to quality assurance, measurement, improvement, compliance and performance in accordance with the College's quality time-line, providing data and reports as required.

- Be an outstanding ambassador for the College, building and sustaining effective relationships with a range of stakeholders including our community and other partner organisations and, where appropriate, achieving regional and national recognitions for the College achievement.

GENERAL RESPONSIBILITIES

- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post
- Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Alfresco.
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.



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Safeguarding to Level 3 – minimum of level 2 with a willingness to work towards level 3.		✓
Experience Minimum of 3 years' experience of delivering learning in education and/or training environment. Contributing effectively to the self-assessment process. Leading staff to raise standards and improve student experience and challenge underperformance. Experience of successfully managing a successful team in an educational establishment. Experience of encouraging and motivating students. Experience of working with young people and adults with varying levels/ ranges of abilities. Experience of providing pastoral care support. Up to date CPD record. Experience of record keeping and planning, tracking and data analysis. Experience of dealing with Student Safeguarding issues and Criminal Disclosure. Experience of target setting for both staff and students. Successful budget management.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Attributes Suitable to work with children and young people. Professional manner and ability to engage effectively with staff at all levels. Ability to demonstrate outstanding leadership and management of performance. Sets high standards for self and others and assumes responsibility and accountability for completion of tasks on behalf of the team. Energy and drive to meet targets and deadlines. To have flexibility and willing to try out new ideas. Be approachable, open and honest and have tact and diplomacy. Ability to work under pressure. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, the college values and responsibilities with regard to equality and diversity.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	



<p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p> <p>Ability to work occasional Saturdays and evenings where reasonably required.</p> <p><i>Independently mobile throughout the North East area.</i></p> <p>Willingness to travel between College sites and to external meetings as and when required.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
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