

## JOB DESCRIPTION: DIVISIONAL DIRECTOR

### A. Main Purpose

The key role of the Divisional Director is to manage and lead a group of subject departments in relation to all academic and staff development matters. The Director is part of the College senior management team and is a member of the College Operational Development and Curriculum Management Groups.

### B. Main Responsibilities

#### 1. Leadership

- To provide effective leadership of the Division and oversight of its staff, working closely with Curriculum Managers.
- To work with Curriculum Managers and other colleagues to co-ordinate the staffing and timetabling of courses.
- To develop a culture and ethos for the Division, ensuring appropriate levels of consistency across Divisional teams.
- To manage the Divisional Development Fund and to monitor divisional budgets, ensuring that courses are adequately resourced.
- To ensure that health and safety standards within the Division are maintained at high levels and that statutory obligations are met.
- To provide support and guidance to both Curriculum Managers and students during the post-exam results period.

#### 2. Quality Assurance

- To take overall responsibility for quality assurance across the Division.
- To support Curriculum Managers in the annual SAR process, providing appropriate levels of challenge in joint review meetings and monitoring progress towards Quality Improvement Plan targets.
- To write an annual SAR and Quality Improvement Plan for the Division
- To ensure that lesson observations and learning walks have a positive impact on departmental practice and Divisional activity.
- To work with a member of SLT in supporting departments where underperformance is identified, including 1-1 support for individual teachers where appropriate.
- To maintain oversight of EQR activity for the Division.

#### 3. Development

- To encourage and support participation in Divisional and College-wide initiatives to develop approaches to teaching, learning and assessment and to curriculum management.
- To keep the Division's curriculum offer under review, making proposals for new courses as appropriate.

- To play an active role in the recruitment of new appointments to the Division, including short-listing, the observation of mini-lessons and interviewing
- To take responsibility for the induction of new Curriculum Managers and to assist with the induction of all staff new to the Division.
- To oversee staff development within the Division and approve applications to attend external courses.

#### **4. Communication and Collaboration**

- To chair regular meetings of both the whole Division and Curriculum Managers.
- To ensure that the views of Curriculum Managers are represented at the College Operational Development and Curriculum Management meetings.
- To respond to concerns raised by parents over quality matters and predicted grades.
- To take full advantage of the opportunities presented by the S7 Consortium for collaborative activity linked to review and development.

#### **5. Other Duties**

- To represent the Division at promotional events, including Information Evening, Introduction Evening and Open Evening.
- To approve trip proposals from members of the Division, ensuring that the requirements of the Trips and Visits Manual are met.
- To carry out a share of student admissions interviews as agreed with the Principal.
- To demonstrate an awareness and commitment to equality and diversity and safeguarding, along with the health and safety responsibilities outlined above.
- To carry out other reasonable requests as may be required from time to time by the Principal.