

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD  
JOB DESCRIPTION**

**Post Title:** Director of Student Services and Curriculum Portfolio

**Post No:** CS0567P

**Salary:** Spot Salary £55k plus 10% PRP

**Date:** October 2018

**Line Manager:** Managing Director (Education & Training Delivery)

**Job Purpose**

To take strategic leadership for all aspects of provision in Student Services across all three college campuses. To be responsible for ensuring a high standard of support is available to all College students and to assist in achieving the strategic vision of the College as part of the wider Directors of Education and Training team.

Initiate, develop and maintain partnerships with key stakeholders to develop our curriculum towards achieving our mission of being “Employer Led - developing a highly skilled and productive local workforce” across all operating areas of the group.

**Principal Duties and Responsibilities:**

1. To be the College’s Designated PREVENT and Safeguarding Lead, dealing with issues relating to the Safeguarding Policy and procedures for Lincoln College and wider UK legislation. To maintain strong links with the Lincolnshire Safeguarding Children’s Board, Local Area Designated Officer and Multi-Agency Safeguarding Hub.
2. To line manage the teams of Library, Administration/Customer Services, Guidance, Learning Support, SENCO & SEND and Pastoral Support.
3. To initiate school and College partnership opportunities, supporting partners in the UK and overseas. Actively pursue new areas of growth and expansion for the College that provide a forum for better outcomes and an enhanced student experience.
4. To ensure the effective leadership of the Foundations curriculum area and the wider College requirements to support students with special educational needs and disabilities (SEND), including having a named person to manage the budget and assessment service under the terms of the relevant legislation and maintain the College’s support records.
5. To advise the Executive Team and other college staff and provide support to students on all aspects of equality of opportunity and issues of equality and inclusivity. To develop Student Services and cross College policies and to liaise and co-operate with staff to ensure their effective implementation.
6. To ensure compliance with all relevant quality standards e.g. Ofsted, Matrix, Gatsby Benchmarks, Safeguarding Section 11 compliance.
7. To ensure that statistical returns for all relevant bodies are completed within the required timescales.

8. To develop the strategic direction for the activities of the Student Council. To manage the Student Common rooms including the work of the Youth Workers. To develop the “Learner Voice” so it positively impacts the student experience on a regular basis.
9. To undertake relevant professional development to stay abreast of changes to curriculum and so maintain professional standards and expertise.
10. To accept responsibility for the implementation of the College’s Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To engage in continual quality improvement processes as defined by the College and to maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post, including the induction of learners to the workshop environment.
13. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD  
PERSON SPECIFICATION FORM**

**Post Title:** Director of Student Services and Curriculum Portfolio

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<b>No.</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
<b>Knowledge</b>		
1	Possession of a Relevant Degree/Master's Degree	A/I
2	Possession of a L5 (or above) management qualification	A/I
3	Level 2 Safeguarding training	A/I
<b>Skills/Abilities – Interpersonal</b>		
4	Excellent communication skills (written and oral) including the ability to negotiate effectively & undertake conflict resolution	A/I/T
5	Ability to effectively delegate and manage the performance of others	A/I
6	Ability to work with external organisations/multi-agency working	A/I
<b>Experience</b>		
7	Experience & working knowledge of SEND reforms, Equality Act and DfE Keeping Children Safe in Education	A/I
8	Recent Management Experience	A/I
9	Experience of budgetary management	A/I
10	Experience of enhancing equality of opportunity and work in a non-discriminatory manner	A/I
11	Experience of complex report writing	A/I
<b>Work Related Circumstances</b>		
12	The ability and willingness to undertake/deliver relevant staff development	A/I
13	Willingness & ability to work flexibly and manage multiple tasks	A/I
<b>Skills/Abilities – Other</b>		
14	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
15	Ability to make sound, well-considered decisions	A/I
16	Ability to accurately interpret statistics / complex data	A/I
17	Appropriate IT skills	A/I/T
18	Ability to travel across different sites	A/I
19	Demonstrated ability to lead on the college's safeguarding provision	A/I

**Prepared By:** Mark Locking  
**Designation:** Managing Director (Education & Training Delivery)

**Date:** October 2018

\* A = Application Form

I = Interview

T = Test