

Job Description

Post:	Head of Department
Salary Grade:	Band
Responsible to:	Centre Principal
Responsible for:	

Key Purpose

To be a member of the Curriculum Leadership Team; supporting the relevant Centre Principal in the running of the College, deputising when necessary. Specific responsibilities will include development and management of both staff and students within a specific curriculum area, in order to provide an outstanding curriculum and learning experience.

Duties & Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with College policies e.g., Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
C	To work flexibly in the interests of the organisation as required.
D	To participate in appraisal and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	Create and maintain outstanding provision within the curriculum area, aligned with the College's Strategic Priorities, and clearly informed by labour market intelligence to meet local and regional needs.
G	Maximise student enrolments each academic year in order to meet funding agreements and achieve growth.



H	Ensure an outstanding quality of teaching and learning across the whole curriculum area through observations, quality interventions and support, sharing good practice, and continuous professional development of staff.
I	Monitor and take appropriate action in respect of key performance indicators, specifically attendance, retention, progress (value added), attainment, English and maths progress, and destinations.
J	Manage the recruitment, deployment, performance and development of the curriculum area's staff, setting key goals and performance indicators.
K	Ensure appropriate records, registers, staff and student timetables are accurately maintained as required by internal management information systems and external audits.
L	Manage the curriculum area budget allocation and provide course costings Head of Department and information relating to resources, including commercial provision where appropriate, ensuring a quality experience for students.
M	Ensure effective management of the physical resources within a curriculum area and maintain a safe and secure learning environment.
N	Manage the progress of students within the curriculum area and deal with matters relating to their performance, achievement, conduct and behaviour.
O	Promote excellent teaching and effective learning and assessment across the curriculum area, and identify, disseminate and share good practice.
P	Take responsibility for quality improvement within the curriculum area, including leading and overseeing self-assessment.
Q	Keep abreast of national qualifications on offer, making recommendations for the most appropriate qualifications for students and staff.
R	Oversee liaison with validating bodies, awarding bodies, exam boards and professional bodies to ensure compliance with curriculum quality requirements.
S	Co-ordinate and be responsible for the effective administration of assessment, internal and external verification for courses and awards within the curriculum area.
T	Lead on the curriculum and business planning processes within the curriculum area to ensure the supply of courses is appropriate and meets the demands of students and the local and regional economy.
U	Undertake an appropriate teaching commitment in the curriculum area.
V	Develop innovative marketing strategies in collaboration with the Marketing Team.



W	Promote Digital Learning strategies and ensure staff fully participate in the use of IT in teaching and learning.
X	Manage, develop and coach a group of staff and lead on curriculum area meetings, staff training and professional development.
Y	Seek to extend external links with relevant agencies; including employers, universities and schools so as to extend student enhancement and enrichment and provide opportunities for meaningful work experience and employability skills opportunities.
Z	Carry out other such relevant and appropriate duties the Head of College/Centre shall from time to time require.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Degree (or equivalent)	Application / Certificate	A	Post graduate qualification	Application / Certificate
	2	Teaching qualification	Application / Certificate	B	Management qualification	Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Experience of developing, delivering and evaluating courses	Application / Interview	C	Experience of managing a self-assessment process	Application / Interview
	5	Experience of successfully leading and managing change within a college	Application / Interview	D	Demonstrate innovative curriculum delivery	Application / Interview
	6	Able to demonstrate an analytical approach towards data	Application / Interview	E	Experience across a range of courses, including HE or Access to HE	Application / Interview
	7	Able to demonstrate a strong track record of achievement, added value and success in relation to the learner outcomes and high-quality standards	Application / Interview	F	Experience of curriculum management	Application / Interview



	8	Experience of developing strategies to bring about quality improvement and enhance teaching and learning, including self-assessment	Application / Interview			
	9	Experience of dealing effectively with HR matters including poor performance	Application / Interview			
	10	Experience of operating effectively at a strategic level	Application / Interview			
	11	Desire to be highly successful and ambitious, with the ability to create vision, motivate and inspire others to perform to the best of their abilities	Application / Interview			
Knowledge	12	Knowledge and understanding of the challenges and current issues in the FE sector, particularly those	Application / Interview	G		Application / Interview



		pertinent to the curriculum area				
Skills / Qualities	13	Excellent management and leadership skills	Application / Interview	H		Application / Interview
	14	Highly developed negotiating, influencing and persuading skills	Application / Interview	I		Application / Interview
	15	Well-developed skills of analytical reasoning and problem solving	Application / Interview	J		Application / Interview
	16	Highly developed interpersonal skills	Application / Interview			
	17	Excellent organisational skills, being able to prioritise workloads and meet deadlines	Application / Interview			
Other	18	Value all students equally regardless of ability	Application / Interview			
	19	Ability to work on own initiative	Application / Interview			
	20	Flexible team player	Application / Interview			



	21	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	22	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	23	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

