

JOB DESCRIPTION

Post: Head of (Curriculum Area)

Responsible to: College Senior Leadership Team

Summary of post: To be responsible for leading and managing a curriculum area and to promote very high standards in a positive and supportive culture that aspires to be outstanding.

Specific Duties:

1. Establish high expectations of staff and students leading to high standards of behaviours, attitudes, and promotes equality, diversity and inclusivity.
2. To ensure students are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with Group Policies and Procedures.
3. To ensure students have the opportunity to engage with a wider student experience that allows opportunity for personal, spiritual, moral, social and cultural development to prepare them for next steps of work and life.
4. To ensure students receive the student entitlement and have access to the student support across the college, and data in the college management information systems are accurate and meet compliance requirements.
5. Maintain strong links with stakeholders and update professional skills and understanding with industry and teaching pedagogy to continue improvements and developments in own teaching and the development of others.
6. To ensure there is a well-designed and purposeful inclusive curriculum offer in all pathways that provides opportunity for all students to move onto successful careers and contribute to their community.
7. To effectively plan challenging targets and manage a delegated curriculum budget to maximise the benefits to the student experience.
8. To ensure high quality resources and facilities are maintained and adhere to safe working practices in training and work.
9. To ensure the quality framework of teaching, learning and assessment is carried out and staff receive effective feedback to improve their practice.

10. To be responsible for the curriculum area self-assessment cycle to evaluate the quality of provision with participation from stakeholders (including employers and students) to construct focused improvement plans for the department.
11. To ensure staff have the opportunity to engage in well-being activities and have the support and development to excel in their roles through monthly My Progress Reviews.
12. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period.

Teaching Responsibilities:

1. To fulfil the role of the lecturer/ trainer/ assessor as required by the remission policy.
2. To act as a Programme Director where required

Please refer to the Job Description of the Programme Director and Lecturer for Specific Duties.

General Duties and Responsibilities:

3. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
4. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
5. To comply with College policies and guidelines in respect to health & safety
6. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
7. To undertake continual CPD to support the College culture of continuous improvement.
8. To partake in Performance Standards scheme and quality assurance systems.
9. To meet minimum relevant occupational standards.
10. To keep up to date with the skills required to fulfil the role.
11. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
12. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

Head of (Curriculum Area)

EMPLOYEE SPECIFICATION		Application	Interview	Shortlisting
Skills				
1.	Good management skills with the ability to lead and motivate a team of staff	✓	✓	6
2.	A creative approach to the development of the curriculum to meet student need		✓	6
3.	Competent in IT with excellent administrative and organisational skills	✓	✓	6
4.	Excellent communication skills	✓		4
5.	Good analytical and report writing skills		✓	4
6.	Able to use ILT effectively to benefit students	✓	✓	4
Experience				
7.	At least 2 years successful teaching within one of the programme subject areas	✓		6
8.	Proven track record of setting and achieving challenging improvement targets	✓	✓	4
9.	In depth knowledge of the key themes and importance of Equality, Diversity & Inclusion, Safeguarding, Prevent and British Values and experience of putting these into practice.	✓	✓	6
10.	Sound knowledge and understanding of the funding methodology and qualification frameworks		✓	4
Education				
11.	Relevant higher level qualification or substantial experience in industry/sector	✓		6
12.	GCSEs in Maths and English at Grade C or above	✓		4
13.	Teacher Training qualification e.g. PGCE or Certificate in Education or DTLLS Certificate in Teaching	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Whilst applicants may submit a CV in support of their application please note that the College application form itself must be completed in full.