

## Job Description



**Post Title:** Head of Studies- Leigh/Parsons Walk/Pagefield  
**Responsible to:** Assistant Principal  
**Responsible for:** Student Liaison Officers

### Duties and Responsibilities

1. Plan, prepare and teach or act as Personal Tutor as required
2. Develop resources for the tutorial programmes including maintaining effective links across College for resources
3. Plan and deliver enrichment and enhancement activities including accompanying students on external visits as required. Design/Deliver exemplary, high quality tutorials.
4. Be up to date in pastoral curriculum developments in delivery
5. Be responsible for high quality teaching and curriculum management
6. Ensure high levels of attendance, added value, retention, high grades, achievement and student satisfaction. Manage the improvement of retention and achievement through high quality tutorial support for students.
7. Manage the pastoral care and discipline of tutees and manage the behaviour of students.
8. Identify and systematically disseminate good practice in personal tutoring. Manage the identification and support for at risk students, including performance against MEG via Student Review Boards.
9. Organise and deliver staff development in personal tutoring and pastoral issues
10. Carry out lesson observations of Personal Tutorials
11. Liaise with parents and external agencies as required. Ensure course teams are undertaking these duties for their curriculum areas.
12. Ensure appropriate uptake and recording of additional support including ALS and LSF bursary.
13. Maintain appropriate records of all interventions and provide statistics, reports on student success and the impact of initiatives.
14. Develop strategies to add value to teaching and learning across the College
15. Deploy the agreed HR Procedures in the management of your staff
16. Lead and develop a culture which demands high standards for all learners.
18. Manage and deploy the Student Liaison Officers across the College.
19. Represent the College internally and externally and develop and facilitate strong links with other educational organisations and employers including Higher Education Institutes.

20. Deploy progression strategies to ensure that all students aim high and progress to suitable education, training or employment, including meeting targets for internal progression.
21. Hold regular and/or thematic focus groups with students, planned throughout the year and as and when needed in response to any complaints.
22. Contribute to the SAR process, Governors Reports and Development plans as and when required.
23. Lead and develop student communication strategies including learner voice.
24. Liaise with the Director of HE to ensure appropriate support is in place for students progressing to HE.
25. Ensure agreed MEG are set in place at the start of the Academic Year for all students and the setting of SMART targets in ILPs.
26. Liaise with Marketing to oversee and manage the declaration and enrolment process for the College, ensuring that course teams apply the appropriate entry requirements.
27. To ensure that all safeguarding issues are logged and investigated in a timely manner and all appropriate agencies are informed

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment in the Wigan and Leigh area where Wigan & Leigh College conducts its business.

#### **Required Qualifications**

- Degree or equivalent qualification in a relevant subject
- Possess an appropriate recognised teaching qualification
- Level 2 Maths and English

#### **Required Knowledge and Competencies**

- Successful teaching experience which includes a successful record of results
- Demonstrate a student centred approach to teaching, learning and assessment
- Knowledge of FE
- Record of successful curriculum development and team leadership
- Display initiative, be positive and student focused
- Demonstrate a commitment to equal opportunities and quality assurance
- Be willing to work flexible hours, including evenings and weekends when appropriate

#### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk)