**Job Description**

**Post:** Head of FE

**Salary:** Fixed Point in Management Spine

**Hours:** 37 Hours per week (full-time, full year)

**Location:** Middlesbrough, travel to the Hartlepool Campus will be required.

**Line Manager:** Head of Student Experience

**Line Manager to:** FE Cluster Leaders, FE Quality Manager, Curriculum Administrator.

**Safeguarding Statement:**

Cleveland College of Art and Design recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

The Job Description and further particulars set out below are intended to provide information about the role and responsibilities associated with the post. Some of the duties listed below will be of a continuing nature, others cyclical or periodic, while yet others will take the form of particular projects to be undertaken as and when necessary as the needs of the Corporation and the project develop.

**Job Purpose:**

* As a College manager support the College Principalship and Governors in creating a shared vision and comprehensive strategic plan for the College;
* In liaison with the Senior Leadership Team be responsible for the reviewing of currency and relevance of the College’s curriculum offer and for the identification of suitable additional courses and programmes.
* To oversee and report to the Principal on all academic matters in the relation to the College’s FE provision; promote the maintenance and enhancement of high academic standards; and develop good practice in curriculum design, content, initiation of new provision and dissemination of outcomes;
* To work as a member of the Extended Principalship Team to assist the Principal in the execution of his/her duties;
* As a College manager, be responsible for contributing to the formulation, implementation and critical evaluation of strategic and operational planning.

**Main Duties and Responsibilities:**

1. Work in collaboration with Governors and colleagues to provide a strategic focus for College planning, delivery and quality monitoring;.
2. Work in liaison with colleagues to continue to develop working structures for academic and financial planning to support the Strategic Plan of the College;
3. Liaise with colleagues to ensure the effective and efficient allocation and deployment of human and physical resources, to take responsibility for the distribution of a substantial devolved budget within terms agreed by the Principal and to ensure that the budget is effectively managed;
4. Working with the Principal and Head of Employability & External Relations, identify, build and promote external relationships for the benefit of the College e.g. local, regional and national partnership et cetera;
5. Provide academic leadership to all further education course teams, particularly those managed directly by the post holder, and develop strong lines of communication across FE and HE curriculum areas to ensure a whole college ethos for curriculum content, academic delivery and monitoring of success;
6. Ensure that provision within the College is developed in accordance with college policies and strategic plans; in particular, to agree recruitment targets with the Principal and to assist Cluster Leaders, Student Recruitment and Marketing staff in achieving these targets;
7. Provide reports on activities and attend governor sub-committees or Corporation Board meetings as required;
8. Support the College’s policy of income generation by maximising suitable opportunities to earn income which will be used to benefit the education of students;
9. Identify gaps in provision, and work with appropriate teams to develop new areas of curriculum and programmes, in liaison with the Principal and the Marketing team;
10. Ensure progress against targets is monitored effectively by the appropriate collection and analysis of data, in conjunction with the MIS Manager and in conjunction with the FE Quality Manager;
11. Lead on preparation for any quality review by Ofsted in respect of the relevant Course areas;
12. Work with the MIS Manager and Financial Controller (where appropriate) to co-ordinate key internal planning meetings, as planning and quality systems are developed;
13. Ensure all relevant curriculum documentation is up to date, including policies, procedures, handbooks, staff guidance;
14. Be committed to personal professional development and, in particular to maintain an up-to-date knowledge of Government policies and legislation regulations issued by Ofsted and of other developments in FE.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Principal.
9. This list is not exhaustive and is only an indication of responsibilities.

Signed: Date:

Head of FE

Signed: Date:

Principal

**Person Specification**

**Head of FE**

| Initial specification. | Essential | Desirable |
| --- | --- | --- |
| Qualifications |  |  |
| Honours degree or equivalent professional qualification or appropriate exempting experience | Y |  |
| Postgraduate qualification in a relevant subject |  | Y |
| Evidence of further study and extensive continuous professional development | Y |  |
|  |  |  |
| Experience/knowledge |  |  |
| Experience of course or programme management in FE | Y |  |
| Experience of working with children or vulnerable adults | Y |  |
| Experience of teaching a relevant art and design subject at FE |  | Y |
| Experience of co-ordinating successful college wide projects | Y |  |
| Experience of line management of staff, supporting them to achieve high standards | Y |  |
| Extensive knowledge of learning and teaching in FE | Y |  |
| Extensive knowledge of quality issues in FE, including Ofsted requirements | Y |  |
| Good knowledge of Ofsted inspections | Y |  |
| Knowledge of current issues in FE and their impact on the delivery of art & design subjects | Y |  |
|  |  |  |
| **Skills and abilities** |  |  |
| Ability to liaise effectively with external partners, creating positive partnerships for the future development of FE at CCAD | Y |  |
| Able to work with others in planning, leading and implementing change across the college, and encouraging continuous improvement | Y |  |
| Able to make sound decisions and provide advice on matters, some of which could affect the College as a whole | Y |  |
| Strong staff leadership and management skills | Y |  |
| Ability to write reports and bids, and co-ordinate submissions or wider document generation | Y |  |
| Experience of curriculum document writing | Y |  |
| Ability to explain difficult and complex ideas to people with different levels of understanding and different perspectives (teaching, non-teaching, managers, non-managers) | Y |  |
| Ability to prioritise and manage conflicting and demanding operational pressures | Y |  |
| Excellent organisational and administrative skills with the ability to prioritise and meet deadlines | Y |  |
| High standards of personal organisation and time management | Y |  |
| Proactive individual, able to develop the role fully and deliver to targets | Y |  |
| Adaptable – able to take on a variety of changing tasks according to need | Y |  |
| Analytical ability – able to analyse and evaluate data to make reasonable assumptions and projections, including financial, statistical and qualitative data | Y |  |
| Able to find innovative solutions to problems | Y |  |
| Team player with strong communication skills | Y |  |
| Committed to regular updating of skills & knowledge and the capacity and tendency to learn from experience | Y |  |
| Access to transport for work purposes to enable travel between sites | Y |  |