

## **ROLE DESCRIPTION**

**ROLE TITLE:** Head of Department - Science (Biology, Chemistry, Physics and Engineering)

**REPORTING TO:** Assistant Principal

**LOCATION :** Franklin College, Grimsby

**APPOINTMENT TYPE:** Teaching post with management responsibility.  
Full-time

**DATE:** June 2017

## **ROLE PURPOSE:**

The Head of Department will take the lead on teaching, learning and assessment, and will effectively manage the team of staff within the Department, to ensure good or better outcomes for students. The Head of Department will lead on the planning (and contribute to the delivery of) programmes, and the support of students, within the Department, and will make a contribution to the planning and effective delivery of work with external partners where appropriate. The Head of Department will, working with the Assistant Principals and Directors of Study Programmes, positively contribute to the development and delivery of study programmes that assure student outcomes and positive destinations. The Head of Department will, working with other senior managers as appropriate, monitor and assure staff performance, and lead on timely and effective interventions where necessary.

## **DIMENSIONS:**

**Direct reports:** Departmental teaching team (Core daytime provision and ALT).

**Budget responsibility:** Departmental (Curriculum) Budget (agreed annually)

## MAIN DUTIES AND RESPONSIBILITIES

1. **Set high expectations for students and staff and lead by example**
2. **Critically evaluate and support teaching, learning and assessment to ensure they are consistently good or better for all students. Where standards fall below expectations, take timely action to address issues to ensure students are not disadvantaged.**
3. **Use data effectively to track and monitor student progress and intervene as required to ensure good or better outcomes for students on their study programme.**
4. **Develop and manage the College curriculum to meet student needs effectively and efficiently and thereby raise student participation and achievement, and generate sustained improvements to student outcomes.**
5. **Contribute pro-actively and in a timely manner to quality assurance processes**

## OTHER DUTIES AND RESPONSIBILITIES

6. Take a lead on assigned cross college role as agreed
7. Set and monitor targets, objectives and standards of work performance to be delivered by direct reports and through their teams
8. The post holder should provide effective leadership to the areas they are responsible for.
9. Working with other senior managers, conduct formal performance management, disciplinary, absence and capability processes as required (e.g. appeals, investigations).
10. Ensure that his /her management practices are conducted fairly, transparently and in accordance with legislative requirements and College policy.
11. All Managers have specific responsibilities under H&S legislation for the provision of appropriate safety management systems, adequate information, instruction and training to the workforce and ensuring that there are effective management structures in place to deliver these policies
12. The post holder will contribute to safeguarding and child protection at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
13. Work to promote and contribute to the College's *Prevent* policy and procedures, and are expected to assure that the College meets and exceeds its statutory responsibilities.
14. Work to promote and contribute to the College's Equal Opportunities Policy.

15. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
16. Such other tasks directed by the Principal as may be necessary commensurate with the nature and level of responsibility of the post.

**Teaching Commitment:** Negotiated annually taking account of leadership responsibilities, initiatives and developments [currently 3 of 5 teaching blocks commitment to course delivery]

The post is a teaching post and conditions of employment fall within the nationally agreed Sixth Form Colleges Teaching Staff arrangements. The post holder will be expected to work flexibly within the stated arrangements in the terms and conditions of employment to meet the daytime and occasional planned evening and weekend liaison work at Franklin and other locations.

SWa  
May 2016

## PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter	Interview	Assessment Centre	Other
Qualifications / Experience / Personal Qualities / Skills						
Degree or equivalent qualification relevant to areas of teaching post	X		X			
Further professional and/or academic qualification in relevant areas of teaching, administration or management		X	X			
Evidence of continuing personal / professional development throughout career		X	X	X		
Good ICT skills		X	X			
Assessor Qualifications or Experience of assessment of vocational qualifications		X	X			
Teaching Qualification: Postgraduate Certificate of Education or equivalent QTS	X		X			
Job Knowledge and Experience						
A strong commitment to improving student outcomes, and to successfully improving the professional practice of colleagues	X		X	X		
A good understanding of and commitment to the achievement of the Sixth Form College teacher standards and professional duties by all members of the Departmental team	X					
Good understanding and experience of student monitoring, student support and progression issues		X	X	X		
Successful experience of working with young people in a teaching or learning support environment, and achieve good or outstanding student outcomes	X		X	X		
Excellent communication and organisational skills showing ability to meet deadlines	X		X	X		
Knowledge and successful experience of delivering, planning and managing the delivery of the range of qualifications offered in College. To include: assessment methods; course development; development and planning of study programmes; etc		X	X	X		
Successful experience of teaching a range of subjects offered by the College		X	X			
Successful experience of leading a course team in curriculum planning delivery; assessment and review.		X	X	X		
Successful experience of managing teachers / support staff including professional review		X	X	X		
Good understanding of the role of personal tutor and or guidance of students onto programmes, on-programme and progression routes and the delivery and assessment of tutorial and core programmes.		X	X	X		
Successful experience of development planning and resource allocation		X	X	X		
Extensive knowledge and understanding of external quality assurance frameworks (e.g. Ofsted).		X	X	X		
Good understanding of the College Quality Cycle and Self Assessment and Quality Improvement processes and outcomes		X	X	X		
Knowledge and understanding of Student Review and Target Setting Policy and Procedures for individual students.		X	X	X		

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter	Interview	Assessment Centre	Other
Knowledge, skills and Experience of the assessment and development of quality in Teaching, Learning and Assessment, including observation of learning and staff development.		X		X	X	
Work with examination and assessment boards		X	X			
Personal Attributes						
Ability to lead, work with and motivate students and staff	X		X	X		
Ability to work effectively as both a member and leader of a team and with cross-College managers	X		X			
Ability to use effective communication methods to support management, planning and review activities	X		X			
Ability to contribute to wider College activities	X		X			
Exemplary organisation and planning skills	X		X	X		
Successful experience of managing people in challenging situations		X	X	X		
Willingness to seek constructive solutions		X	X	X		
Willingness to work flexibly	X		X	X		
Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	X		X	X		

The post will be on the Sixth Form Colleges Pay Spine (from September 2016) at a point on the range NSP9+4RA £39,412 to NSP9+6 £42,054 or NSP9 +7RA £42,585 to NSP9 +9RA £45,228 depending on professional background and experience. Progression along the pay spine will be determined by performance.