Job Description

Post:	**Head of HE, Access & Professional**
Salary Grade:	**Management Band D(m)**
Responsible to:	**Head of College/ Centre**

Key Purpose:

1	To be a member of the Curriculum Leadership Team; supporting the relevant Head of College/Centre 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.

College Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in appraisal and to undertake staff development activities as appropriate.
5	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.

Role Responsibilities:

a	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.
b	Maximise student enrolments each academic year in order to meet funding agreements and achieve growth.
c	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.
d	Monitor and take appropriate action in respect of key performance indicators, specifically attendance, retention, progress (value added), attainment, English and maths progress, and destinations.
e	Manage the recruitment, deployment, performance and development of the curriculum area's staff, setting key goals and performance indicators.

f	Ensure appropriate records, registers, staff and student timetables are accurately maintained as required by internal management information systems and external audits.
g	Manage the curriculum area budget allocation and provide course costings and information relating to resources, including commercial provision where appropriate, ensuring a quality experience for students.
h	Ensure effective management of the physical resources within a curriculum area and maintain a safe and secure learning environment.
i	Manage the progress of students within the curriculum area and deal with matters relating to their performance, achievement, conduct and behaviour.
j	Promote excellent teaching and effective learning and assessment across the curriculum area, and identify, disseminate and share good practice.
k	Take responsibility for quality improvement within the curriculum area, including leading and overseeing self-assessment.
l	Keep abreast of national qualifications on offer, making recommendations for the most appropriate qualifications for students and staff.
m	Oversee liaison with validating bodies, awarding bodies, exam boards and professional bodies to ensure compliance with curriculum quality requirements.
n	Co-ordinate and be responsible for the effective administration of assessment, internal and external verification for courses and awards within the curriculum area.
o	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.
p	Undertake a 0.3 FTE teaching commitment in an appropriate curriculum area.
q	Develop innovative marketing strategies in collaboration with the Marketing Team. (Includes Events and PR)
r	Promote Digital Learning strategies and ensure staff fully participate in the use of IT in teaching and learning.
s	Manage, develop and coach a group of staff and lead on curriculum area meetings, staff training and professional development.
t	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.
u	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.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Head of Department

	Essential		Evidence	Desirable		Evidence
Qualification	1.	First degree (or equivalent)	Application	a.	Post graduate qualification	Application / Certificate
	2.	Teaching qualification		b.	Management qualification	
Experience	3.	Experience of developing, delivering and evaluating courses	Application / Interview	c.	Experience of managing a self-assessment process	Application / Interview
	4.	Experience of successfully leading and managing change within a college		d.	Demonstrate innovative curriculum delivery	
	5.	Able to demonstrate an analytical approach towards data		e.	Experience across a range of courses, including HE or Access to HE	
	6.	Able to demonstrate a strong track record of achievement, added value and success in relation to the learner outcomes and high quality standards		f.	Experience of curriculum management	
	7.	Knowledge and understanding of the challenges and current issues in the HE and FE sector, particularly those pertinent to the curriculum area				
	8.	Experience of developing strategies to bring about quality improvement and enhance teaching and learning, including self-assessment				
	9.	Experience of dealing effectively with HR matters including poor performance				
	10.	Experience of operating effectively at a strategic level				
	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			
	12.	Excellent management and leadership skills				

	13.	Highly developed negotiating, influencing and persuading skills				
	14.	Well-developed skills of analytical reasoning and problem solving				
	15.	Highly developed interpersonal skills				
	16.	Demonstrate a commitment to diversity and ability to promote equal opportunities				
	17.	Excellent organisational skills, being able to prioritise workloads and meet deadlines				
	18.	Value all students equally regardless of ability				
	19.	Demonstrate a commitment to continuous professional development, both own and others				
	20.	Ability to work on own initiative				
	21.	Flexible team player				