



JOB DESCRIPTION

POST TITLE: HEAD OF FACULTY: CREATIVE INDUSTRIES
POST NUMBER: WREQ
GRADE: MANAGEMENT SPINE 12-17

JOB PURPOSE

As the Head of Faculty: Creative Industries, you will be responsible for the leadership and management of the Faculty, which will include a designated number of curriculum areas.

You will be required to lead the strategic development of the Faculty and achieve key financial and quality targets. In addition, you will need to ensure that the demands of different funding streams are met and faculty teams work proactively to design and deliver a curriculum that supports 'Outstanding' student progress and progression.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Deputy Principal and Group Director of Curriculum for the following:

- Providing strategic and operational leadership that supports and enables the Faculty to be judged as 'Outstanding' by external bodies and the community that it serves.
- Strategically planning, developing, and implementing a curriculum that is demanded, funded, and responds to the FE, HE, and employment demographics, both regionally and nationally.
- Leading, motivating, and developing a team of staff who can deliver 'Outstanding' outcomes and learning opportunities for learners studying within the Faculty, including high achievement in Mathematics and English.
- Ensuring that Quality Assurance and improvement mechanisms are effectively implemented, robustly monitored, and result in high academic standards and student outcomes.
- Managing deployed resources effectively, ensuring that agreed budget parameters are met and that value for money is achieved.



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- Working with the College Leadership Board to develop and implement the College's Strategic Plan.
- Leading the development of teaching, learning, and assessment practice across the Faculty, ensuring that all students make good progress relative to their starting point.

GENERIC TASKS AND DUTIES

In addition to the above requirements, you will be required to:

- Lead the selection process and actively participate in the recruitment and appointment of faculty staff.
- Ensure that effective measures and systems are in place to cover staff absence and minimise the impact on the learning experience for students.
- Ensure that the Faculty procedures and controls for delegating budgets for materials and equipment are effective and closely monitored. To monitor all expenditures and ensure that spending is kept within the budget allocation. As a budget holder to comply with the colleges financial regulations and procedures.
- Maximise all potential sources of external funding in line with the strategic objectives of the College, including the development of a sustainable apprenticeship offer that supports the workforce development objectives of levy and non-levy paying employers.
- Manage effectively and efficiently all the Faculty resources including space, materials, and staffing.
- Ensure that specified Weston College procedures and policies are followed by all employees assigned to the Faculty.
- Be responsible for the performance management of faculty staff, to include the effective implementation of the College's staff appraisal system.
- Devise and lead the marketing strategy for the Faculty ensuring that Information, Advice, and Guidance (IAG) for existing and prospective students is of the highest standard.
- Develop and assure the effective validation of courses in response to student demand and other external stakeholders (e.g., employers).



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- Undertake responsibility for the Health and Safety of all the Faculty's activities as detailed in the College Health and Safety Policy Statement and Operating Manual.
- Ensure that effective Quality Assurance processes are implemented consistently and complied with across the Faculty.
- Lead the self-assessment process across the Faculty, ensuring that quality improvement plans are well considered and effectively implemented to maximise impact.
- Ensure the Faculty's servicing obligations are properly fulfilled.
- Ensure that Weston College policy on pastoral care of all students within the Faculty is implemented.
- Be a representative of the College Senior Management Team, providing an image of the Faculty consistent with that of the College, and to represent the Faculty and the College on internal and external committees as required.
- Comply with all Weston College policies and procedures.
- Carry out such other duties as may be required by the Principal and Chief Executive, commensurate with the grade of post.



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LINE MANAGEMENT RESPONSIBILITY

As post-holder, you will be reporting directly to the Deputy Principal.

TARGETS

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set. Whilst this list covers key areas, it is not exclusive and is likely to change in line with external and internal strategies.

- Learner satisfaction.
- Employer satisfaction.
- Success, retention, and achievement in core curriculum, Mathematics and English.
- Progress and value added.
- Student progression.
- External activity that is cost effective.
- Teaching and learning observation profile that confirms Ofsted's 'Outstanding' and TEF's 'Gold'.
- Resource utilisation.
- Student recruitment.

The parameters and targets linked to PRP are agreed at the start of the academic year.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The Weston College Standard Contract of Service for Management Spine Employees will apply.

SALARY

Management Spine, Points 12-17: £47,688.00 to £54,240.00 per annum, plus up to 10% PRP.

HOURS

Hours of attendance: Full time, 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory holidays

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching / Assessing: You will be required to teach and / or assess a set number of hours.

As a member of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.

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

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree Qualification (or equivalent level).	✓	
Relevant successful teaching experience.	✓	
Teaching Qualification.	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate Qualification and / or relevant professional experience.		✓
Understanding and ability to develop and manage a cost effective curriculum, including holding staff to account.	✓	
Good understanding of Ofsted, QAA, and awarding body guidance and regulations.	✓	
Excellent interpersonal communication skills and a proactive and robust approach to managing change.	✓	
Ability to manage workload and complete tasks in a timely manner.	✓	
Knowledge and use of software to monitor student information and performance.	✓	
Understanding of Management Information Systems and their application.		✓
Excellent management skills and ability to lead and motivate a team effectively.	✓	
Setting and achieving high standards for self, teams, and students.	✓	
Sound working knowledge of budgeting procedures / management.		✓
Thorough understanding of funding and strategic planning methodologies.	✓	