



Head of Department – Hair and Beauty, Health and Social Care and Early Years

Full Time – 37 hours per week

Starting Salary £40,817 per annum

35 days holiday + bank holidays

Based at the Welwyn Garden City Campus

Are you a passionate and experienced leader ready to lead our Hair and Beauty, Health and Social Care and Early Years departments to deliver outstanding outcomes for students?

Do you like to support students to achieve to their full potential? If so, we want to hear from you!

You do not necessarily need to have experience in these industries - we are looking for an individual who can lead and develop their teams to enhance the student experience. An individual who can provide motivational leadership and day to day management and work with the Director of Curriculum to ensure that students have an outstanding experience, stand out from the crowd and ready for their next steps.

Closing Date: Sunday 21st January

Interview Date: Friday 26th January

Job Description

SUMMARY OF POST

Provide motivational leadership and day to day management of your teams and work with the Director of Curriculum to ensure that your curriculum area achieves college objectives through delivering outstanding quality of student experience so that all students achieve their full potential.

Responsible for designated area of curriculum, although this may change from time to time depending on college requirements.

KEY RESPONSIBILITIES

Staff

- Responsible for leading, managing, motivating and developing a team of staff through excellent people management practices to achieve college objectives
- Undertake line management of all staff within the area including the completion of staff appraisals, undertaking regular learning walks, identifying and planning staff development needs and ensuring effective performance management.
- Lead the selection and appointment of staff, providing a well-planned induction and an effective probationary period

- Lead and monitor Teaching, Learning and Assessment within the areas. Undertake regular learning walks, promoting innovative practices and sharing good practice across the curriculum areas.
- Foster effective communication with the team enabling free flow of information across the College and ensuring staff feel valued and involved in the College
- Undertake formal lesson observations as required in the lesson observation scheme.

Student Experience

- Ensure that all students have clearly understood long and short-term goals and targets, which are regularly monitored and reviewed, to support them in their time at College and onto their next step
- Ensure the curriculum offer and design is responsive and high quality to ensure students are supported to achieve the best possible outcomes in all aspects of their personal and academic development including English and Maths, and that students have a positive destination
- Ensure that students can reach their full potential by proactively engaging with Outside the Box, the Edge, the LRC, student advice and any other opportunities that are available
- Be responsible for effective and timely curriculum planning and delivery to ensure student success is maximised
- Ensure effective engagement and communication with a range of stakeholders including parents/carers, employers and external agencies.
- Ensure data for recruitment, attendance and student progress and achievement are monitored, analysed and appropriate action taken when necessary to support student achievement and to ensure that targets are met.
- Lead the completion of the Self- Assessment and Quality Improvement Plan to ensure continual improvement

Other

- Responsible for the effective utilisation of resources, staff, non-pay, rooms and assets to ensure that the College is managed efficiently and that resources are focused on the student experience
- Actively seek and respond to employer, stakeholder and student views and other feedback, and ensure that action is taken in response to that feedback to enhance and enrich the student experience.
- Work with the teams to ensure standards in regards to Safeguarding, Health and Safety and Equality Diversity are adhered to at all times.

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA

RECRUITMENT- Shortlisting criteria

- Experience of people management in a similar environment
- Experience of data management and curriculum planning
- Qualifications at level appropriate to curriculum area
- Teacher qualification and CPD records

PERSON SPECIFICATION

(To be assessed at interview stage)

PERSONAL ATTRIBUTES

- Ability to influence people to improve and achieve success
- Open and honest approach to people management

- Drive and passion to be innovative
- A completer/finisher who achieves outcomes
- Ability to interpret data and use to improve
- Possesses high levels of personal integrity
- Well-developed self-awareness
- Resilient and able to motivate self, particularly in pressure situations

SKILLS AND EXPERIENCE

- Prioritises own and team responsibilities effectively
- Can work collaboratively at all levels
- Forward, positive thinker and able to identify ways/methods in which outcomes can be enhanced, across curriculum aspects
- Maximises own contribution and that of others
- Creates effective working relationships
- Takes a solution-focused approach
- Applies successful risk management strategies
- Has a progressive CPD record
- Possesses financial acumen, managing all budgets and resources effectively
- Embraces ICT and capitalises on efficiency gains from using technology

In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.