**South Staffordshire College**

**Director of Faculty Job Description**

**JOB TITLE:** Director of Faculty

**PAY POINT:** Competitive

Annual Leave 35 days plus bank holidays and efficiency days

**CONDITIONS OF** Management Spine

**SERVICE:**

**RESPONSIBLE TO:** Assistant Principal - Curriculum

**LINE MANAGEMENT:**

**LINKAGE:** Executive & Senior Leadership Team, College Leadership Team External stakeholders.

***Regardless of a specific job title and role, for all employees at this College their primary role is:***

***‘To Help Learners Succeed’***

**JOB PROFILE**

The Director of Faculty will work with the Assistant Principal- Curriculum to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

The post holder will be a member of the College Senior Leadership Team, contributing as part of the Team to its decision making. The post holder will have responsibility for ensuring that the College’s Strategic Aims and Objectives, Operating Statements and Business Plans are fully implemented and achieved within their area of accountability.

The post holder will also ensure that the College’s Quality Assurance and Improvement Arrangements are effectively implemented. The post holder will oversee quality improvement within their areas of accountability and will ensure that any external verification/audit processes and procedures are fully supported to enable accurate and timely information/data to be compiled. The post holder will identify any issues which are giving cause for concern within their area of accountability, so that appropriate action can be taken. The post holder will also ensure that information is supplied to the Assistant Principal – Curriculum, Assistant Principal - Quality or Deputy Chief Executive- Curriculum and Quality as requested.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond. This will include advising the Assistant Principal - Curriculum on the development and maintenance of appropriate progression routes for students and Apprentices. It will also include the development and maintenance of programmes specifically designed to meet the needs of employers and their employees in their place of work. This will include advising on the opening up of new curriculum areas to meet emerging needs over time along with the regular analysis of current curriculum to ensure that it remains fit for purpose and that the college operates efficiently as well as effectively. This will include being conversant with the funding streams available and will include application for external funding to assist the College’s operations, where appropriate

**Scope of Responsibilities**

The post holder will support the Assistant Principal – Curriculum, the Assistant Principal – Quality and the Deputy Chief Executive Principal – Curriculum and Quality in the strategic leadership and operational management of the area of accountability

However, there is a specific requirement that those employed to these positions ensure, through close liaison and co-operation, that all aspects of the college’s activities are effectively managed at all times. In addition, there is also a requirement for close liaison and co-operation with the leaders of cross college functions to ensure that all aspects of the colleges operations are managed efficiently and that all resources are appropriately deployed. It is therefore clearly expected that those employed in each of these roles carry out their duties in a mutually supportive manner at all times.

**Specific Responsibilities**

* To support the Executive & Senior Leadership Team in the leadership and direction of the College in the successful achievement of its Purpose, Strategic Aims and Objectives.
* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant input to all aspects of curriculum planning, development and implementation, student recruitment and continuous improvement in the quality of our provision.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.
* To ensure business growth through meeting and driving market needs
* To develop innovation in curriculum design and delivery

**Functions**

* To ensure that the areas of responsibility are managed effectively and efficiently.
* To support the Deputy Chief Executive Principal – Finance & Resources ensuring that all resources are appropriately deployed and that monitoring processes are complied with to ensure efficiency and effectiveness.
* To support the Executive & Senior Leadership Team in the implementation of measures designed to ensure that internal and external audit processes are effectively managed.
* To contribute to the risk management processes and the maintenance of a comprehensive risk register.
* To ensure that all aspects of health and safety legislation and internal requirements are fully complied with.
* To fully implement performance management policies, processes and procedures within the relevant area of accountability.

**Key Accountabilities in relation to:**

**Governance and Management**

* To support the Assistant Principal - Curriculum in the strategic planning processes within the framework set by the Board.
* To ensure that the Assistant Principal- Curriculum receives regular updates on progress towards the fulfilment of the College’s purpose and aims, and the achievement of its strategic plan.
* To implement the policies, procedures and processes and for reporting regularly upon their impact and consequences.
* To advise the Assistant Principal- Curriculum of the requirements of the relevant awarding bodies and to ensure that relevant awarding body relationships are effectively managed.
* To advise the Executive & Senior Leadership Team regarding the development of sustainable practice and curriculum
* To regularly monitor data and performance in the areas of responsibility and take prompt action to effect improvement.

**Academic and Business Development**

* To advise the Assistant Principal- Curriculum in the determination of the academic and vocational provision and business development of the College, after consultation with stakeholders through appropriate structures and mechanisms
* To work with the Assistant Principal- Curriculum to design and implement a cohesive curriculum which meets the needs of learners and employers and is in line with Local Enterprise Partnership and funding priorities.
* To develop a curriculum that provides progression opportunities for learners to work towards meeting their career aspirations and goals; including Study Programmes, Traineeships, Apprenticeships and commercial provision.
* To work with others to develop and maintain a broad range of Higher Education provision in the areas of responsibility.
* To implement “e-learning” to facilitate new methods of teaching and learning.
* To support student support processes and procedures ensuring all learners have effective tutorial support, their additional support needs are met and they have access to appropriate enrichment activities.

**Quality Management**

* To fully support the development of the college as a responsive provider of high quality provision.
* To support the development of the College’s internal quality assessment and assurance mechanisms to ensure they are effective.
* To provide oversight of scheme approvals, ensuring that the College complies with the requirements of the awarding bodies.
* To ensure that the College meets or exceeds the requirements for external quality assessment and inspection.
* To ensure college procedures are fully adopted and consistently applied for the maintenance of student discipline and academic performance.
* To be responsible for the quality of provision in the areas of responsibility, ensuring completion of the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

**Human Resource Management**

* To provide dynamic leadership that contributes to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.
* To ensure that all staff with the relevant area of accountability and third party providers are working efficiently and effectively and to take action if standards are not met.
* To ensure the implementation of effective and equitable procedures within the framework set by the Board for the recruitment, selection, appointment, grading, appraisal, discipline and performance management of all staff within the relevant area of responsibility.

**Physical and Financial Resource Management**

* To manage the budget for all the areas of responsibility ensuring that provision is delivered effectively and efficiently.
* To support the Executive & Senior Leadership Team to ensure the proper and effective operation of all financial, planning and other management controls whilst ensuring efficient utilisation of physical and financial resources that safeguards public funds.
* To support the development and implementation of appropriate systems, within the College’s policies, for deploying public funds efficiently and for ensuring that they are being used, by those line managed and their subordinates, for their intended purposes.
* To manage ensure that the Financial Memorandum is adhered to and that the College’s Financial Regulations and Procedures are understood and complied with at all times by those line managed and their subordinates.
* To support the development of the College estate strategy to ensure the accommodation meets the evolving needs of learners.
* To ensure the effective management of risk through the implementation and monitoring of related policies and procedures.
* To consistently implement health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**External Links and Partnerships**

* To develop and strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To help instil and develop a dynamic, innovative and entrepreneurial culture in the College to enable it to adapt to external changes, respond to opportunities, maximise income generation and maintain a position at the forefront of emerging education strategies and initiatives.

**Other Duties**

* To fully support the Executive & Senior Leadership Team through the preparation for and during the inspection period.
* To undertake such other duties as the Chief Executive Principal may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To maintain knowledge of new methods of teaching and learning to facilitate improvement.
* To support the development of student support processes and procedures ensuring all learners have effective tutorial support, their additional support needs are met and they have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.
* To maintain working knowledge of the current Common Inspection Framework (CIF)

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.
* To ensure that employers are appropriately involved in the development and monitoring of the curriculum.

**Marketing and Recruitment of students**

* Contribute and support the College’s marketing activities to achieve recruitment targets.
* To increase the recruitment of students in the areas of responsibility.
* Support the College in its enrolment process.

**Support for Students**

* To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.
* To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community.  Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**College Safety**

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

**Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at April 2018 and is representative of the range of specific duties/responsibilities expected of the post.  The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Director of Faculty -**

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | Degree or equivalent.  Teaching or training qualification.  Active and up to date CPD record. | Masters or PhD Professional/vocational qualification  Assessor qualifications |
| Experience | Teaching experience.  Management within FE.  Experience of curriculum management.  Leadership of effective teams.  Formulating and implementation of strategic and operational plans.  Management of change in a dynamic organisation.  Managing target setting and performance review.  Efficient and effective planning and deployment of resources.  Experience in the relevant sector | Development of a high performance culture.  Experience of FE quality management and processes  Experience of curriculum planning |
| Knowledge | Current further education funding methodologies.  Sector driven initiatives and current thinking.  Good knowledge of Study Programmes  Current Government initiatives including Apprenticeships | Specialist knowledge on FE issues.  Understanding of the Articles & Instruments of Governance.  Understanding of HR management.  Understanding of Estates & Facilities.  Curriculum knowledge of subject area |
| Personal Attributes | Verbally fluent.  Ability to influence and persuade others.  Ability to create and maintain a team spirit.  Effective in problem solving.  Professional credibility.  An effective networker.  Personal warmth, openness and sensitivity.  Highly motivated to personal and team achievement.  Innovative and creative. | Ability to inspire others.  Visionary. |
| Skills | Strong communication skills.  Excellent team building skills  Effective use of Information Technology.  Able to plan strategically.  Ability to organise resources.  Able to prioritise work to ensure achievement of goals. | Ability to use logic and information to achieve goals.  Project management skills. |
| Safeguarding | DBS Clearance  Motivation to work in an environment with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries in an environment with children and young people  Emotional resilience in working with challenging behaviours  Willingness to use authority and maintain discipline in an educational environment. |  |