

Job Description

Section Manager: Foundation Studies

Title of Post: Section Manager: Foundation Studies

Hours: 36 hours per week, 52 weeks per year

School: School of Foundation Studies & Learning Support

Grade: HCUC Academic Pay Scale pt. 37 - 40

Reporting to: Head of School – Foundation Studies & Learning Support

Base: Harrow Weald Campus

## PURPOSE OF THE POST

The purpose of the post is to teach on and manage the curriculum and staffing arrangements for courses within the Foundation Studies Section and to ensure the recruitment, retention and achievement of students with a variety of Learning Difficulties and Disabilities. The postholder will also liaise with external bodies to ensure the Foundation curriculum develops in line with key national and local initiatives.

# BACKGROUND

The post of Section Manager involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practices of teaching and learning. As a Section Manager you will be expected to act as a role model to Lecturers and Course Team Leaders, and deputise for the Head of School in carrying out their duties. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All staff must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work, especially in the use of IT for teaching and learning as well as record keeping. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

### DUTIES

### Marketing and Recruitment of Students

1. To organise recruitment activities and ensure the appropriate guidance and initial assessment of students.
2. To liaise with internal and external teams/organisations/parties, as directed by the Head of School, to ensure the effective and efficient recruitment and guidance of students.
3. To ensure staff attend promotional events and activities and contribute to the positive promotion of the School and section.

**Support for Students**

1. To ensure the implementation of the College’s Employability & Enrichment Strategies including the effective use of Departmental Administrators.
2. To ensure the implementation of the College’s Skills for Life strategy & SEND Strategy.
3. To ensure the sharing, organisation and up-dating of resources are accessible to staff and students.
4. To implement the College Careers and Guidance Policies.
5. To liaise with the Student and Learning Support team to ensure that students receive maximum benefit from these services.

**Design and Delivery of Programmes**

1. To teach on a range of programmes within Foundation Studies.
2. To co-ordinate and advise on the production of course materials, including schemes of work, lesson plans and assessment schedules.
3. To ensure the development and implementation of new schemes, including submissions to awarding bodies.
4. To ensure that College policies for the delivery of curriculum, including Functional Skills, are implemented fully.
5. To maximise the use of IT and e-learning within the curriculum.

**Quality and Evaluation**

1. To implement the College’s Quality Policy.
2. To ensure the implementation of the College’s target setting procedures, including the use of value added measures.
3. To collate and analyse performance data ensuring that all staff are aware of improvement requirements.
4. To provide leadership and direction in the implementation of sound practice in teaching and learning.

**Management**

1. To prepare course and staff timetables as directed by the Head of School.
2. To ensure the maximum use of accommodation and staffing resources.
3. To ensure that students and staff take pride and responsibility for the learning environment, including the tidiness, comfort and safety of accommodation within the remit of the School.
4. To assist the Head of School in the management of staff, providing supervision to a staff team.
5. To assist the Head of School in inducting, supporting and developing staff, especially the support and management of agency staff.
6. To assist the Head of School in the booking of agency lecturers.
7. To act as Course Team Leader for specific course areas.
8. To carry out staff appraisal and teaching observations, as agreed with the Head of School, and to assist in the development and training of all staff within the postholder’s remit.
9. To assist in development planning and the construction of the School’s course portfolio.
10. To assist in the management of the School, including contribution to marketing, business and development planning.
11. To work with the Head of Foundation Studies & Learning Support to ensure that Annual Reviews for SEN learners are completed in a timely fashion.
12. To work within the budgetary constraints of the Foundation Studies section.

# Other

1. To keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.

2. To participate in the appraisal and mentoring processes.

3. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

4. To provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy and Safeguarding Policy.

5. To complete all documents necessary to comply with College HR policies, e.g. agency lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.

1. To carry out any other duties commensurate with the scale and grade of the post.

#### Section Manager: Foundation Studies

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | Howassessed\* |
| Qualifications |  |  |  |
| * Qualified to degree level | **✓** |  | Cert/AF |
| * An advanced level teaching qualification (e.g. PGCE/DET/DTLLS) | **✓** |  | Cert/AF |
| * SENCO or other Level 5 or above SEN qualification |  | **✓** | Cert/AF |
| * Management qualification |  | **✓** | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Minimum of three years’ successful recent teaching experience in Foundation Studies | **✓** |  | AF/IV |
| * Good knowledge of current provision for learners with Learning Difficulties and Disabilities | **✓** |  | AF/IV |
| * Good understanding of Functional Skills | **✓** |  | AF/IV |
| * Understanding of quality assurance, curriculum and funding issues | **✓** |  | AF/IV |
| * Curriculum management/co-ordination experience | **✓** |  | AF/IV |
| Team leadership/management experience | **✓** |  | AF/IV |
| Other Skills/Attributes |  |  |  |
| * The ability to engage and inspire all learners | **✓** |  | IV/T |
| * Good communication skills, written and verbal | **✓** |  | AF |
| * Good interpersonal skills | **✓** |  | IV/T |
| * Good classroom practice | **✓** |  | IV/T |
| * Good working knowledge of Microsoft Office   software | **✓** |  | AF/T |
| * Good administrative skills | **✓** |  | AF/IV |
| * Experience of using IT within the curriculum | **✓** |  | AF/IV |
| * Team working | **✓** |  | IV/AF |
| * Continuing professional development | **✓** |  | AF/IV |
| * Commitment to Equal Opportunities and Safeguarding   in an education environment |  |  |  |
| * Self-motivation | **✓** |  | IV |
| * Commitment to learners and learner achievement. | **✓** |  | IV/AF/T |
| **Competencies**  *Section Managers should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity; Strategic Vision; Motivating Others;  Problem Solving and Decision Making; Developing Self and Others |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test at interview stage)

Cert = Certificates checked on induction