

**Head of Academy – Hospitality, Travel and Tourism and Aviation- Job Profile**

**Faculty Leadership Team**

**MPS2** £32,429 - £37,866 per annum

As a member of the Faculty Leadership Team reporting to the Assistant Principal, this post will contribute to the College’s common goals which include: -

* Ensuring a high-quality student experience which leads to outstanding achievement, progression and employability outcomes for all students.
* Supporting the development, planning, delivery and monitoring of the College’s Curriculum.
* Leading a diverse range of teams working across the College as well as resources within the Faculty.
* Development of College policies and procedures to support an outstanding curriculum and student experience and to ensure the college complies with relevant legal duties.

**Portfolio of Responsibilities:**

* Lead curriculum staff to contribute effectively to the strategic aims of the College and ensure that local, regional and national priorities are met
* To respond to national and local priorities and to adapt and develop provision to meet local demands
* To respond to funding changes and develop provision in growth areas
* To be a role model across the curriculum area for outstanding teaching and learning
* To performance manage lecturers and other staff within Academies and ensure that they develop their professional practice
* To lead Academies and secure outstanding outcomes for students and employers
* To ensure an Academy is efficiently run and delivers its financial contribution targets
* To ensure that all courses within an Academy are run effectively and meet awarding body, funding and quality agency requirements.

The portfolio of responsibilities will be reviewed so that it evolves as part of the College’s strategic growth and success.

**Specific Duties:**

* Be an active member of the Faculty Leadership Team, ensuring strategies and actions have a positive impact on the learning experience, outcomes and business success.
* Responsible for implementing the strategic direction of the academy.
* Provide and contribute to deliver outstanding teaching, learning and assessment working in close liaison with the Head of Quality, Teaching, Learning and Assessment.
* Responsible for raising standards by setting and achieving targets within the academy and that quality and budget/financial performance is monitored rigorously including actions taken to address underperformance.
* Responsible for driving a positive culture of high aspirations, continuous improvement and customer focus.
* Empower teams through an entrepreneurial, tenacious and challenging leadership style.
* Responsible for line managing, development and performance management of the Curriculum Leaders and main Grade Lecturers.
* Produce and own Self-Assessment and Quality Improvement Plans.
* Lead and deliver the department’s approach to standardisation, IV, EV and awarding body engagement to ensure high standards are achieved.
* Responsible for preparing and presenting reports and other forms of information to the Assistant principal to monitor the quality of the experience provided for students and their outcomes.
* Promote and raised the profile and reputation of the organisation both internally and externally.
* Deputise for the Assistant Principal in matters relating to education and student experience.
* Ensure the learning environment is safe, professional and sustainable.
* Resource open days and student recruitment activities.
* Undertake teaching responsibilities that includes cover, up to 300 hours.

**Line Management Responsibilities of the following:**

Main Grade Lecturers and key support staff

**Corporate responsibilities:**

As a member of the Faculty Leadership Team to take collective responsibility with colleagues for delivering strategic objectives and shaping the vision.

Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college

Set, monitor and deliver on key performance indicators across the College, aiming to deliver continuous improvement

To inspire and motivate staff, developing and managing team members (direct and indirect) effectively and enabling them to give of their best

To deliver value for money and manage resources effectively and efficiently, ensuring that targets (financial and non-financial) are met

Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies

To proactively promote and support the College to fulfil it’s statutory and corporate responsibilities regarding Safeguarding, EDI, General Data Protection Regulations, Audit and Health and Safety

|  |  |
| --- | --- |
| **LEVEL SUMMARY**  Role holders will have specialist professional and/or technical expertise based on a relevant professional qualification and/or extensive vocational or professional experience.  They will provide functional leadership in a specialist area either through the management and maintenance of professional standards of one or more teams, or by being a senior individual specialist/expert practitioner responsible for managing major services and/or projects acting with a significant degree of independence.  They will develop systems and procedures and determine policy and standards for their area with significant influence upon the structure and development of that area of activity.  They will have considerable managerial or professional autonomy and responsibility and will input into College wide plans with long-term impact. In some functions, they will be the most senior professional member of staff. | |
| **REPRESENTATIVE WORK ACTIVITIES** | |
| Provision of Management, Professional or Specialist Level activities. | * Role holders can be required to lead research and project work activities that may involve collaborative work across functions.   + Role holders will identify trends, strengths, weaknesses, opportunities and threats in their area of responsibility to enable appropriate and timely action to be taken.   + Outcomes of project work may be shared with external professionals and could have significance for services across further education. * In specialist roles there may be a requirement to use or oversee the use and development of facilities and new technology to deliver agreed service standards.   + Role holders may manage technical or operational services and have formal responsibility for the health and safety of others. * • Detailed understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards. |
| Planning and Organising | * Will make decisions about the nature or scale of resourcing across teams or complex projects. * May make final decisions on expenditure based on recommendations from others in the section. * May manage budgets on behalf of a Head of Department/Senior Leader and make recommendations for resources in line with future requirements. * Role holders in line management roles will provide functional leadership and input into overall staffing policy.   + Role holders without formal line management duties may be involved in the planning and management of major projects with significant impact across the College. * Will be expected to negotiate effectively with internal or external suppliers/agencies. |
| Initiative and Decision Making | * Role holders will develop innovative solutions, encourage the application of new ideas, contribute to strategic planning and manage change.   + High level analytical and problem-solving skills will be needed to develop new knowledge, policies and procedures. * Will have substantial professional autonomy within wider policies and precedents. |
| Communicating, Persuading and Influencing | * Role holders will be required to communicate with a wide range of people across the College to ensure the successful delivery of services.   + May participate in and may chair College committees.   + Will participate in, and may lead, external networks – may include outside agencies, commercial organisations or other Colleges.   + Likely to represent the College externally on a regular basis and build positive relationships.   + Role holders may require negotiating skills to present and promote change and developments in the teams/functions/projects they lead and manage. |
| Teamwork | * Lead a team within the same professional area or lead substantial operational projects. |
| **REPRESENTATIVE SKILLS, KNOWLEDGE & EXPERIENCE** | |
| * Role holders will have a high level of professional competence and knowledge and are likely to have a degree or equivalent qualification and senior professional experience gained through progressively more demanding and influential work areas, as well as demonstrating success in an important specialist area. * In many areas a professional qualification may also be expected. * People management skills will be required. * A detailed knowledge of College structures and systems and how they inter-relate is needed. * Sufficient knowledge and aptitude to create new procedures and working practices and develop future strategy is required. * Knowledge of project management techniques may be needed. * Role holders will be proactive in updating their knowledge of relevant technical issues and legal and regulatory requirements and developing their awareness of their field of work including best practice from other institutions or sectors. | |
| **REPRESENTATIVE PERFORMANCE INDICATORS** | |
| * Accountable for agreeing and setting service objectives for a department or section and for monitoring and maintaining the quality of service provision. * Ensure that service provision is amended in the light of any relevant changes in legislation or regulations. * Make decisions regarding the allocation of resources within a professional service. | |

 **Head of Academy – Hospitality, Travel and Tourism and Aviation –**

**Person Specification**

|  |
| --- |
| **Qualifications** |
| Degree Level Qualification or relevant industrial experience or professional qualification |
| Recognised teaching qualification |
| Numeracy and literacy skills (to level 2 or equivalent) |
| Management qualification (level 3) |
| **Knowledge and Experience** |
| Experience of successfully leading a substantial Hospitality Department with a diverse range of provision is desirable |
| Proven track record of innovative teaching within a Hospitality Department is desirable  Strong Industrial experience within the Hospitality Sector is desirable |
| Knowledge and successful experience of leadership and management |
| Knowledge and experience of safeguarding and Equality and Diversity legislation |
| Proven ability to lead a team to bring about improvements |
| Proven ability to bring about change |
| Experience of using IT systems to manage performance and bring about improvement |
| Experience of building successful employer / external relationships |
| Demonstrable record of achievement against targets and deadlines |
| **Skills and Abilities** |
| Excellent Data handling and analysis skills |
| Good IT skills |
| Excellent written and Verbal Communication skills  Good people skills and experience of dealing with the public is desirable |
| Proven ability to lead and work effectively in cross college teams and establish positive relationships and bring about improvements |
| **Other** |
| Be registered with the relevant professional body applicable to the role |
| Experience of safeguarding and promoting the welfare of children, young people and vulnerable adults |
| Be committed to the College’s Policies relating Equality and Diversity |
| Demonstrable record of working flexibly and using own initiative |