REIGATE COLLEGE

Job Description for Head of Vocational Business

Name

Responsible to: **Director of Learning: B Faculty**

Job Purpose: **The leadership and management of Vocational Business within the College**

Job Responsibilities

1. Leadership

To provide leadership to those teaching in the department by creating an environment which enables the aims and objectives of the College and the subject to be achieved by:

- keeping abreast of current developments and initiatives and guiding the department's responses
- implementing strategic objectives at department level
- producing and reviewing the Department Review, Action Plan and SAR
- encouraging the sharing of good practice across the subject.

2. Communication

To facilitate clear lines of communication between the subject teachers and the rest of the Faculty by:

- calling regular meetings of subject staff, ensuring minutes are taken and acted upon
- attending and contributing to Faculty meetings
- liaising with the Director of Learning on administrative, personnel and organisational matters
- liasing with colleagues from S7, partner schools and other institutions.

3. Management of people

To plan and manage effectively and efficiently the staff within the subject by:

- assisting in the selection and appointment of staff
- assisting in the timetabling process by deploying staff within the subject in conjunction with Director of Learning
- delegating tasks and responsibilities
- identifying training and CPD needs and assisting with the training of staff
- supporting new staff, NQTs and trainee teachers in the department
- appraising subject staff.

4. Management of Physical Resources

To plan and manage effectively and efficiently the physical resources within the subject by:

- selecting, purchasing, monitoring and organising the maintenance of suitable learning resources and equipment
- ensuring rooms and displays provide a stimulating learning environment
- resourcing the subject within the allocated budget
- in co-operation with the Director of Learning making bids for capital and special allocation funds
- ensuring appropriate reference materials are available in the Independent Learning Centres and on Moodle.

5. Management of Teaching and Learning

To manage the delivery of teaching and learning in the subject by:

- selecting appropriate specifications and liaising with examination boards
- designing and updating schemes of work in accordance with the College's expectations
- overseeing the development and production of stimulating learning/teaching materials, including those to be placed on Moodle
- designing and updating course handbooks and course guidelines
- supervising the moderation/verification of coursework
- ensuring regular testing and assessment takes place
- dealing with students deserving praise or criticism; liaising with Pastoral Directors/Senior Tutors where appropriate
- organise support classes
- organise revision classes
- providing guidance and support to students on higher education and careers
- being available at the beginning of the College day to oversee arrangements for classes in the event of staff absence
- arranging appropriate fieldwork and off-site visits.

6. Quality Assurance

To monitor the quality of teaching and learning within the subject by:

- monitoring and analysing data regarding retention, achievement, high grades, value added and attendance rates
- responding to lesson observation outcomes for staff in the department
- responding to student survey results with DoL and agree action plan
- discussing IR data with DoL and agree action plan

7. Recruitment and Marketing

To promote the development of the subject within the curriculum by:

- being available for subject advice at enrolment
- producing promotional material and information
- managing the subject at marketing events: Open Evenings, Year 10, Introductory Day, Choices Day etc
- organising subject sessions for Gifted and Talented

8. Administration:

To ensure that records are regularly up-dated and secure, particularly with regard to:

- student progress, making appropriate use of individual learning plans and standard letters to parents
- internal/external exam results
- complete Directed Time Planners for part-time staff

9. To arrange appropriate trips for students, accompanying them, where necessary, and to organise visits by external speakers and other agencies who can enrich the teaching of the subject.

10. To fulfil your own responsibilities as a teaching member of the subject, as detailed in the job description for a full-time teacher.

11. To be a personal tutor, to meet the responsibilities defined by the College for tutors and to be answerable in that context to a Senior Tutor.

12. When necessary, to attend for duty at places other than the College's sites.

Signature: Date:
Post Holder

Signature: Date:
Director of Learning

Person Specification

The person appointed will be expected to have:

1. An understanding and support for the ethos of the College and a broadness of vision, which will enable her/him to contribute to policy making across the College.

2. A sound knowledge of the 16 – 19 curriculum and an awareness of the needs of students in this age range.

3. Appropriate qualifications in Business.

4. The ability and experience to teach to AS/A2 level or equivalent and the ability and/or experience required to teach a second subject to AS level or equivalent and to contribute to the College's vocational courses, if so required.

5. A proven track record of success as a teacher, as exemplified by good examination results.

6. Experience of managing, or the ability to manage, in a collaborative style, a department or teaching team including experience of financial and resource management.

7. Good interpersonal, organisational and IT skills necessary to lead well-qualified and experienced staff.

8. Experience of curriculum planning and implementation, coursework design and moderation.

9. Commitment, enthusiasm and flexibility in their approach to the subject and the ability to work well as part of a team.

10. The ability to work with multiple line managers if working with more than one department.

11. The ability to use initiative, stay positive, and meet deadlines, even when working under pressure.

12. An awareness of the need for personal development, both as a member of a team and as an individual.

13. Evidence of a commitment to equality of rights and opportunities.

14. Develop and maintain professional, productive relationships with all members of staff within the College.

15. Understand the College's Health and Safety Policy and to work within its guidelines.

16. Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.