Chesterfield College Group

Inspiring Futures. Changing Lives.

JOB DESCRIPTION

POST TITLE:	Vocational Lead
GRADE:	Harmonised Salary Scale Point 37-38
RESPONSIBLE TO:	Curriculum Manager
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

Position Summary

The key roles of the Vocational Lead are to co-ordinate and lead a group of programmes within a sector area. As the subject/industry expert, you will cascade best industry practice and new skills, including technology and sustainability to staff and students, ensuring students receive high quality, relevant and advanced teaching, training, and assessment to prepare them for their next steps.

To be successful in this role your duties will include:

Teaching

1. You will teach and assess on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation, and assessment to ensure excellent teaching and learning occurs. Your contracted teaching will range between 420 and 665 hours, (sliding scale based on student numbers).
2. You will undertake the necessary administrative tasks associated with your role, which include student registration, attendance, record keeping, tracking, reporting and for most 16-18 students, liaison with parents and guardians.
3. You will be expected to meet normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting Quality and awarding body requirements.
4. You'll prepare students for higher levels of study (including HE) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by developing and/or using external/internal links.

Vocational Lead

1. You will undertake activities which will include course management and organisation, student interviews and enrolment, and other marketing and public relations activities associated with the course. This may include liaison with parents and guardians, schools, industry, employers, the community and other organisations to identify requirements, promote the College and recruit students to your courses.
2. You will have overall responsibility for ensuring the progression and success of each student and/or apprentice for which you are Vocational Lead. This includes:
    a. Keeping up to date records and having responsibility for all relevant student information, both pastoral and academic.

b. You will ensure up-to-date ILPs and progress reviews are maintained for all students and/or apprentices.
c. Monitoring and tracking of enrolment, registration, and exam claims.

3. You will lead on Internal Quality Assessment/Moderation duties to implement College Quality Assurance processes and procedures for your learning programmes.
4. You will oversee the progress that your students and/or apprentices are making towards their learning programme. This includes, English, maths, digital, sustainability, OTJ and all aspects of the Aspire programme, including work experience/industry placement, where applicable.
5. You will work with the Curriculum Manager to review the overall performance and effectiveness of the courses you lead.
6. You will relentlessly pursue an outstanding teaching and learning experience for all students/apprentices in your area by ensuring effective planning for learning that is innovative, experimental, and engaging and impacts positively on learning outcomes, higher grades and progression.
7. You will promote and lead the development of new curriculum initiatives growing and shaping the curriculum offer to meet student, employer, and local needs, for a sustainable future.
8. You will liaise with all staff that teach on your programme or programmes (including English and maths), to monitor performance indicators and drive improvements, develop and implement strategies for raising standards in retention, achievement, teaching and learning, in conjunction with your Curriculum Manager, Head of Learning and Assistant principal.
9. You will provide day to day leadership, guidance and support to tutors in your team through informal methods and regular team meetings.

Line Management

As part of your role, you may line manage staff. Additional remission is given based on the number of staff you line manage.

1. Provide direction, recruitment, induction, guidance and support, setting and monitoring targets to deliver KPIs, constantly monitoring progress towards achieving them and managing performance, as appropriate, through regular team meetings and 1-1s and PDRs.

General

- Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
- Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
- Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
- Act as an ambassador for the Group, being positive and professional at all times.
- Comply with all legislative and regulatory requirements.
- Apply the Group's Safeguarding Policy and practices and attend all training as requested.
- Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

- Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Teaching Hours

Remission will be allocated based on the number of students within your area, plus remission for the line management of staff, if applicable.

Student Numbers	Remission	Teaching Hours
60 - 100	175 (5)	665 (19)
100-120	210 (6)	630 (18)
120-140	245 (7)	595 (17)
140-160	280 (8)	560 (16)
Over 160	315 (9)	525 (15)

Staff to Manage	Additional Remission
0	0
1-4	70 (2)
5 and above	105 (3)

Person Specification

Post:	Vocational Lead	Department:	Health and Social Care

Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Minimum Level 2 maths and English qualification	E	A
Level 3 or equivalent qualification in relevant vocational subject	E	A
Teaching qualification (PGCE, Cert Ed. or equivalent) or willingness to work towards	E	A
Assessor and Verifier Awards or willingness to work towards	E	A
Experience:		
Minimum of 3 years' experience of delivering high quality learning in an education and/or training environment	D	A/I
Evidence of successfully teaching curriculum with high levels of successful outcomes for students	D	A/I
Relevant industry experience or equivalent	D	A/I
Evidence of leading / supporting a team to provide excellent provision	D	A/I
Skills/Knowledge:		
Ability to develop and implement innovative curriculum delivery methods for classroom-based provision, delivering outstanding teaching, learning and assessment	E	A/I
Ability to support and manage staff teams to provide an outstanding student experience, and bring about effective and robust quality improvement, stretching students to reach their full potential	E	A/I
Significant knowledge relating to the successful delivery of class based learning, programmes of study and Higher education	E	A/I
Ability to work with a Brand and Communications to support recruitment of students and contribute to Open Evenings, events and student interview processes in order to meet KPIs on recruitment and funding	E	A/I

Ability to use systems, procedures and support to ensure that the welfare, academic and other needs of all students and apprentices are met at all stages	**E**	**A/I**
Ability to achieve stretching targets for achievement, retention and success	**E**	**A/I**
Ability to utilise technology enhanced learning strategies to deliver high quality learning to meet individual students needs and learning styles	**E**	**A/I**
Good written and verbal communication skills	**E**	**A/I**
ICT literate with the ability to critically analyse data report on student progress	**E**	**I**
Demonstrable understanding and ability to champion key issues – Safeguarding, Equality & Diversity and Health & Safety	**E**	**I**
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	**E**	**I**
Proof of the right to work in the UK	**E**	**A**
Full commitment to Equal Opportunities and anti-discriminatory working practices	**E**	**I**

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

Produced by:		**Date Produced:**	