

Job Title: Head of Sport, Public Services and Business

Responsible to: Assistant Principal

## **Duties and Responsibilities**

### **College Leadership & Management**

1. To contribute, as a member of the College Management Team, to strategic, operational and development planning.
2. To be responsible for the day to day management, control and operation of provision including:
  - (a) the efficient and effective allocation and use of resources, including staffing;
  - (b) budget management;
  - (c) the monitoring of statistical information;
  - (d) the implementation of quality assurance procedures within the department.
3. To implement systems which ensure the achievement of performance targets (eg, student recruitment, retention and achievement targets) and safeguard motivation and morale.
4. To work in collaboration with all College Managers and external organisations to ensure active participation by staff in cross-College initiatives.
5. To respond to developments in the department at national, regional and local levels.
6. To monitor and evaluate the effectiveness and achievements of the department in line with College procedures, including evaluation against quality standards and performance criteria.
7. To provide appropriate advice and guidance to prospective students and to interview prospective students as required.
8. To contribute to the department's staff development plan and design/organise appropriate programmes to meet staff development needs.
9. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work.
10. To give and receive feedback on performance to self and others including through the staff review process and to promote and undertake opportunities for continuous professional development.
11. To contribute to the marketing activities in line with College marketing strategies.
12. To ensure the continued relevance of course provision and delivery to meet the needs of clients.

13. To liaise with cross College staff and other relevant staff to ensure that the student support framework operates effectively (ie, pastoral system).
14. To manage the student disciplinary process and ensure consistency in its implementation.
15. To ensure that the student environment is of the highest possible quality.
16. To participate in the College's Performance Management process.
17. To manage proactively the health and safety of the department and to comply with the College's Health & Safety Policy, Sustainable Development Policy and Equality/Diversity Policy.
18. To be responsible for promoting and safeguarding the welfare of children and young persons that this post is responsible for, or comes into contact with.
19. To carry out the duties of the post in line with the College's Equality & Diversity Policy and to promote equality of opportunity within the College.
20. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.
21. To undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

### **Teaching, Learning and Assessment**

22. To develop and implement teaching and learning strategies which deliver student success
23. To place teaching, learning and assessment at the heart of the operational practices of the department.
24. To undertake walk-throughs, teaching and learning observations and contribute to learning communities within the vocational area
25. To prioritise the development of dual professionalism and staff development targeted at teaching and learning pedagogy through the staff review procedures
26. To undertake an appropriate programme of teaching as required

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

### **Required Qualifications**

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Degree or relevant vocational/professional qualification at a minimum of Level 3
- Recognised teaching qualification

## **Required Knowledge and Competencies**

Knowledge of:

- Equality and diversity and health, safety and environmental issues
- Word, Excel, Access, Powerpoint and marketing strategies

Awareness of:

- Current issues affecting the Further Education sector local and national education and training needs of the local population
- Understanding of the pastoral role
- Knowledge and understanding of good teaching and learning practices and quality assurance

Evidence of:

- Managing change
- Commitment to continuous professional development

Ability to:

- Manage resources effectively and efficiently
- Liaise/communicate with a broad spectrum of individuals and external agencies
- Meet deadlines
- Create and deliver new business strategies
- Proven ability to implement quality procedures
- Proven competence of management and delivery in the appropriate curriculum area
- Proven competence in developing services in response to business and/or community needs
- Demonstrated ability in managing a team of staff
- Active membership of cross College teams

## **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk)