

**Head of Quality, Teaching, Learning & Assessment Faculty of Business and Enterprise**

**Faculty Leadership Team**

**MPS2**

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:**

* Provide positive leadership and management to ensure an outstanding experience for all students.
* Lead on Faculty implementation of policies, procedures and systems to support outstanding student outcomes.
* Implement College strategies and objectives as a member of the Faculty leadership team.
* Maintain up to date knowledge of developments within own areas of responsibility in order to act and develop best practice.
* Provide clear management and direction through effective line management of a team with direct people management responsibilities as appropriate.
* Provide positive leadership & management by creating a dynamic, supportive and innovative environment that encourages commitment to the college and the achievement of high standards and performance.
* Responsible for the efficient and effective deployment of resources and budget management, as appropriate.
* Regularly track, analyse and report progress and success.
* Participate in Faculty strategy development, development of policies and procedures, preparation of papers and contribution to business review and business planning.
* Work with local stakeholders, employers and agencies to enhance the student experience; maintain effective stakeholder relationships with all partners.
* Promote new opportunities for the college to support the strategic plan and college brand.
* Deputise for the Assistant Principal if and when required; represent the college at events as required.
* Any other duties commensurate with the post.

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

**Specific Duties:**

* Lead on the delivery of College quality assurance policies and procedures for the Faculty.
* Lead on the delivery of whole college quality improvement initiatives and strategies for the Faculty.
* Plan, deliver and monitor the College’s teaching, learning and assessment strategy for the Faculty.
* Support the development and deliver a highly effective approach to assessment and feedback for the Faculty.
* Undertake research that assists the drive to innovative Teaching & Learning practices
* Undertake scholarly activities that achieve effective and continuous professional updating
* Deliver innovative approaches to supporting improvement in teaching and learning across the Faculty.
* Lead the Faculty’s approach to Students First through supporting and developing outstanding teaching and learning practice; support departmental teams to embed good practice in relation to establishing rapport with students, developing modern and innovative approaches to learning.
* Lead on and embed the Faculty’s approach to the progress made by students from their starting points; ensure that processes and systems to enable colleagues are accessible and used consistently.
* Lead on the use of an effective system for setting, tracking and monitoring the progress made by students in learning; ensure whole Faculty engagement with effective systems.
* Act as the Faculty’s Nominee.
* Undertake teaching responsibilities, that includes cover, up to 300 hours.

**Line Management Responsibilities of the following:**

Learning & Development Coaches

Main Grade Lecturers

**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 its statutory and corporate responsibilities regarding Safeguarding, EDI, General Data Protection Regulations, Audit and Health and Safety

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| **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. | |

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| **Head of QTLA – Person Specification** |
| **Qualification** |
| Degree Level Qualification or relevant industrial experience or professional qualification |
| Recognised teaching qualification |
| GCSE English Language & Maths (Grade C or above) or other Level 2 equivalent |
| Management qualification (level 3) |
| **Knowledge and Experience** |
| Experience of teaching within at least one of the faculty’s specialist areas ( Business, Hospitality, Travel and Tourism , Hair and Beauty) |
| 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 departmental 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 |
| 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 |