

# JOB DESCRIPTION



## JOB IDENTIFICATION

<b>Job Title:</b>	<b>Head of Section Creative Industries /Performing Arts and Media</b>
<b>Responsible To:</b>	<b>Assistant Director</b>
<b>Department:</b>	<b>Digital, Media, Creative</b>
<b>Salary Grade:</b>	<b>Grade H</b>

## JOB ROLE

To act as the key front line curriculum manager and a key lead for both quality and innovation, the Head of Section is responsible for day to day management of:  
**Head of Section Creative Industries**

## KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Line manage a team of staff to include undertaking appraisals, absence monitoring, first line performance management and other relevant duties within the Creative Department.
<b>2</b>	Responsible for successful achievement of KPIs including success rates, recruitment, attendance, student progression, quality of teaching& learning, study programme implementation including English and Maths, work experience, enrichment, adult and HE provision. Building external links with employers and creative organisations.
<b>3</b>	Lead on development of curriculum in response to market, employer and learner needs including sector skills councils. Take forward the development of the new Media provision which includes radio, film and music production.
<b>4</b>	Undertake an agreed teaching load (usually 500 hours per annum)
<b>5</b>	Responsible for quality within the Creative department to include production of Self-Assessment Report and Quality Improvement Action Plan
<b>6</b>	Work with the Assistant Director to undertake business planning for curriculum areas within the Creative department including staff timetabling.
<b>7</b>	Responsible for improving the standards of teaching and learning including conducting classroom observations
<b>8</b>	Responsible for awarding body liaison and compliance
<b>9</b>	To oversee the pastoral care of students including dealing with behaviour and disciplinary issues in liaison with the cross college pastoral team
<b>10</b>	Be accountable for the conduct of effective team and programme meetings and ensure that course reviews are completed for all courses along with reviews of learner progress and at risk learners to minimise loss of students from programme

11	Be accountable for students surveys and student focus group meeting and identify areas of strengths and address areas of students concern.
12	Contribute to the selection, appointment and induction of full and part time staff as required.
13	Ensure that the College values and code of conduct are promoted to students and are consistently applied with appropriate application of praise, guidance or disciplinary procedures as needed
14	Organise the learning area response and staffing for College Open Days, School Liaison and Marketing Events
15	In conjunction with other College Managers, organise and participate in the learner recruitment process, the induction of learners and ensure there is effective support for learners on programmes
16	Undertake appropriate in-service training when required to do so.
17	Ensure a high level of confidentiality at all times.
18	Support fully at all times the College's aims and objectives.
	Ensure compliance with corporate standards and policies

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Head of Section -**

**Candidates will be assessed for shortlist and interviewed against the following criteria.**

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
<b>2. Experience</b>			
2.1	Teaching experience	X	
2.2	Significant experience of the management and development of the Creative industries, Performing Arts or related subject areas curriculum	X	
2.3	Relevant experience in vocational learning	X	
2.4	Track record of successful programme delivery including high success rates and innovation	X	
2.5	Employer and stakeholder engagement	X	
2.6	Developing foundation degrees		X
2.7	Developing short courses and commercial activity		X
2.8	Must have experience of innovating, developing, and managing curriculum post 16 at levels 1 to 3 and preferably some HE in either the Creative industries, Performing Arts or related subject areas	X	
2.9	Must have experience of teaching staff management and leadership	X	
2.10	Should have a relevant vocational background, experience in the Creative industries/Performing Arts	X	
<b>3. Skills/Abilities</b>			
3.1	The ability to analyse data	X	
3.2	Staff management and leadership skills	X	
3.3	Excellent communication and interpersonal skills	X	
3.4	Should have a good understanding of career and curriculum pathways for learners in Creative industries, Performing Arts or related subjects	X	

## **4 Special Requirements**

4.1	Current links to employer organisations		<b>X</b>
4.2	Marketing and development of promotional material/events		<b>X</b>