

ADULT FE AND HIGHER EDUCATION PROGRAMME

APPOINTMENT OF 19+ HEAD OF STUDIES – Ref 171029

An exciting vacancy has arisen for an experienced teacher, pastoral mentor or manager to join our Adult FE and Higher Education (HE) programme team as Head of Studies. The post holder will be a member of the 19+ Faculty Management Team and will be based at our Euxton Campus. They will build upon the existing good practice in HE and Adult FE quality assurance, student recruitment and new course development.

With approximately 300 HE students and over 600 Adult FE students currently enrolled, the programmes cover a broad curriculum. Achievement on the vast majority of Adult FE courses is well above the national rate and achievement and high grades on Higher Education courses are also pleasing.

This Head of Studies post is an ideal opportunity for someone with excellent pastoral, teaching, management and partnership skills to work alongside the Assistant Principal to build on the excellence of the Adult FE and Higher Education provision.

The Head of Studies is a programme manager with responsibility for students and quality. The successful candidate will be responsible for student tracking and monitoring and quality assurance of Adult FE and Higher Education courses. The post holder will lead a team of pastoral mentors who work alongside teachers to maximise student achievement and enjoyment. They will also manage a small team of administrative staff based in the programme office.

The current curriculum offer on the Adult FE Programme is as follows:

- L1 and L2 Functional Skills Mathematics and English
- GCSE Mathematics and English
- L3 Access to HE Diploma in Nursing and Health & Social Care
- L3 Access to HE Diploma in Social Sciences
- Level 2, L3 and L4 Accounting
- L2 Beauty
- L3 Hairdressing
- L3 and L5 CIPD
- L2 and L3 Counselling
- Foundation Diploma in Art and Design
- Ceramics

Working in partnership with UCLan, the current curriculum offer on the Higher Education Programme is as follows:

- FD Children, Young People & Their Services
- BEng (Hons) in Engineering (Foundation Entry)
- FD Computer Aided Engineering
- HND Mechanical Engineering
- FD/HNC in Business
- FD Tourism and Events Management
- FD Sports Coaching
- FD Computer Technology
- BA (Hons) Community and Social Care: (Policy and Practice)
- BA (Hons) Community and Social Care: (Policy and Practice) (Foundation Entry)
- BSc (Hons) in Psychology and Criminology
- FD Criminology and Criminal Justice
- FD Public Services, Prisons and Law Enforcement
- PGCE

JOB DESCRIPTION

JOB TITLE: 19+ Head of Studies

UPDATED: 10 October 2017

RESPONSIBLE TO: Senior Manager with responsibility for the 19+ programmes

The description of key duties is a guide to the work that you will initially be required to undertake. Duties and responsibilities may be changed from time to time to meet changing circumstances and are reviewed during the Appraisal Process.

	KEY DUTIES
Teaching Responsibilities	<ul style="list-style-type: none">• Plan, prepare and teach as required• Deliver exemplar, high quality tutorials• Develop and implement a very high quality personal tutorial curriculum• Ensure high levels of attendance, added value, retention, achievement, engagement and student satisfaction
Management and training of staff	<ul style="list-style-type: none">• Deploy the agreed Personnel Procedures in the management of your staff• Be responsible for the appraisal of pastoral mentors and administrative staff – including their training, coaching and development• Develop an appropriate programme for the training of teaching staff and other skill development activities relating to the Adult FE and Higher Education programmes• Lead a programme culture which demands high standards and in which staff feel empowered and recognised• Manage the budgets effectively to achieve best value• Develop and implement strategic plans for the programmes in liaison with other college managers• Manage and effectively deploy the Pastoral Mentors to offer outstanding support for students• Ensure effective communication with all staff teaching on the programmes• Develop and maintain a programme ethos among staff of scholarship, high expectations, mutual support and care for students• Represent the 19+ programmes internally and externally and develop and facilitate strong links with UCLan, other educational organisations and employers• Work closely with other Heads of Studies, attending and participating in cross-college meetings

Curriculum Development	<ul style="list-style-type: none"> • Be responsible for curriculum planning and development to ensure the portfolio meets the needs of stakeholders and responds to external change • Lead curriculum development activities to further improve the curriculum offer and secure exceptional outcomes for the students.
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Quality	<ul style="list-style-type: none"> • Be actively involved in the college's continuous improvement culture • Manage the quality of standardisation and moderation and liaise with awarding bodies and UCLan as appropriate • Take a lead role in supporting Higher Education course teams through new course development and validation stages • Manage and quality assure reporting and reference writing for all students on the full-time Adult FE courses • Lead the annual monitoring process for Higher Education and complete the internal Self-Assessment report for the Adult FE and Higher Education programmes • Carry out learner voice initiatives, including focus groups to address continuous improvements and respond to the learner survey • Carry out Student Review Boards to monitor student progress and set targets for improvement • Lead the course review process for the Adult FE and Higher Education programmes
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Administration	<ul style="list-style-type: none"> • Maintain comprehensive, up-to-date, programme records, adhering to data protection guidelines • Be responsible for the appropriate administration for exam entries for the programme and liaise with external exam awarding bodies as appropriate.
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Role Specific	<ul style="list-style-type: none"> • Work positively with key personnel to develop and maintain high quality student support strategies • Manage the improvement of retention, attendance, achievement, high grades and added value through high quality tutorial and 1:1 pastoral support for students • Manage student behaviour, discipline and other pastoral matters in consultation with the Head of Faculty • Effective liaison with the other 16-18 Heads of Studies, the Head of Student Services and Head of Study Support to ensure high standards of behaviour and student support for all those studying at the Euxton campus • Develop strategies to add value to teaching and learning across the Adult FE and HE programmes and ensure diagnostic assessment is fully embedded • Identify and systematically disseminate good practice • Organise and deliver staff development in personal tutoring and pastoral issues
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	<ul style="list-style-type: none"> • Undertake formal lesson observations and carry out learning visits (as part of Curriculum Observation and Review weeks), as required • Ensure appropriate uptake and recording of additional support • Maintain a proactive approach to students' health, safety and well-being • Be responsible for effective business planning on the Adult FE and Higher Education programmes. This will involve developing timetabling rules, managing class closures and openings and reporting on the business planning process • Take a developmental role, liaising with other managers in planning future provision. This may involve working with awarding bodies in the accreditation of new provision and making proposals to the SMT • Deploy effective transition strategy on the Higher Education programme • Deploy progression strategies to ensure that all students aim high and progress to suitable education, training or employment • Working with the Heads of School, take responsibility for the quality of the students' learning experience • Capture appropriate evidence to write the Self-Assessment Reports (SAR), the Annual Monitoring Report, Governors' reports and development plans for the programmes • Lead and develop the Programme's student communication and recognition strategies, such as Golden Roses awards and GCSE recognition event. • Manage office/administration related to the Programme as required • Ensure Higher Education students benefit from a personalised programme.
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College Responsibilities	<ul style="list-style-type: none"> • Participate in appraisal and professional development activities as required • Value diversity and promote equal opportunities • Lead the Programme in the planning and preparation of cross college events and other marketing activities • Work within health and safety guidelines and be aware of your responsibilities for health and safety. • Adhere to college policies and procedures, including Data Protection • Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
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PERSON SPECIFICATION – 19+ HEAD OF STUDIES

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C or equivalent or willingness to work towards these qualifications	E	Application form/Interview
Certificate in Education, PGCE or equivalent	E	Application form
Degree or other Level 4 (or higher) qualification in a relevant subject area	E	Application form
Management qualification	D	Application form
A willingness to undertake appropriate Continuing Professional Learning	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful post-16 teaching experience	E	Application form/ Interview / Lesson observation
Successful teaching experience on Adult FE and Higher Education programmes	D	Application form/ Interview / Lesson observation
Successful post-16 pastoral support experience	E	Application form/ Interview
Successful experience providing pastoral support to Adult FE or Higher Education students	D	Application form/ Interview
Record of successful curriculum development and team leadership	E	Application form/ Interview
Excellent data analysis with strong report writing skills	E	Application form/ Interview
Up to date knowledge of the changing external environment and the focus on wider skills development	E	Application form/ Interview
Record of successful HE curriculum development	D	Application form/ Interview
Involvement in collaborative provision of HE and FE	D	Application form/ Interview
Experience of project management/team leadership	D	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	E	Interview
Possess excellent verbal and written communication skills	E	Application form/Interview

Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Be able to inspire, enthuse and motivate staff	E	Interview
Demonstrate good people management skills	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks

SUMMARY OF MAIN TERMS AND CONDITIONS

19+ Head of Studies

SALARY	Up to £48,000 per annum dependent upon qualifications and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive 35 days holiday in each holiday year in addition to normal remuneration for all Bank and Public Holidays.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.homeoffice.gov.uk/dbs for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
NOTICE	The appointment can be terminated by three months' notice on either side.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, Friday 3rd November 2017.

Interviews are planned to take place on Wednesday 15th November 2017.

Approved: Date: