

JOB DESCRIPTION

JOB TITLE: Head of Animal Sciences

REPORTING: Assistant Principal

OVERALL PURPOSE OF JOB:

To manage the delivery and future development of allocated curriculum areas in accordance with the College's overall strategy, including the development of new and existing provision, improving effectiveness in the use of resources and achievement of outcomes, and establishing effective relationships with team members, across the College and with relevant industries. This role includes the curriculum and quality management of Further Education curriculum, and also includes liaison with Services to Business on courses which meet the needs of employers, and developments in apprenticeships.

Bishop Burton College includes campuses at Bishop Burton in East Yorkshire, Riseholme in Lincolnshire and the Lincolnshire Showground campus.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. Initiate, implement and maintain curriculum plans, including staffing and financial planning in discussion with the relevant Assistant Principal.
2. To lead on curriculum area activities which ensure the achievement of student recruitment targets and other agreed key performance indicators.
3. To provide leadership and management of all staff within the curriculum area, recruit, induct and performance manage all team members.
4. To lead teaching and learning provision for all courses and programmes in your remit, ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of new learning technologies/ILT.
5. Working with the Assistant Principal lead the development and diversification of the curriculum in response to regional and national priorities.
6. To effectively disseminate information to staff and ensure the effectiveness of College communication systems within the team including organising regular individual and team meetings, keeping schedules, agendas, minutes and action plans.
7. Manage the activities of lecturers and course teams to ensure effective organisation, compliance and delivery of outstanding teaching, learning and assessment. This should have a particular focus on improving outcomes for learners.
8. Contribute to and advise on staff development initiatives and opportunities including performance management through appraisal for the staff line managed.

9. To ensure the implementation of all college policies and procedures within designated areas of responsibility including safeguarding, health and safety and equal opportunity policies and procedures.
10. Contribute to continuous quality improvements within areas such as recruitment, enrolment, attendance and achievement.
11. Through the Course Performance Reviews (CPR) and area Self-Assessment Reports (SAR) process, establish targets for the area, monitor against target and report on progress leading to continuous improvement.
12. Ensure the provision within relevant curriculum area(s) address the learning needs of diverse client groups/individuals, to include the provision of full cost programmes if appropriate.
13. Using relevant tools, e.g. 4Cast, identify and prioritise curriculum resources to meet students' needs and manage budgets accordingly in line with college requirements.
14. Have overarching responsibility for all student visits including the checking of visit approval documentation and timetabling of these activities.
15. Keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum developments, and assessment requirements relevant to curriculum area(s).
16. Ensure appropriate curricular assessment methods are in place and meet the requirements of validating bodies including internal/external verification in liaison with the College Quality Nominee.
17. Ensure course and other curriculum quality files are maintained to include schemes/records of work, course reviews and action plans.
18. Contribute to the organisation of College events e.g., open days, parents' evenings, careers evenings, exhibitions, enrolment and advice sessions at various locations.
19. Proactively contribute to the effective marketing of programmes within the curriculum area and the wider College, in liaison with the Marketing Team.
20. To assure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials (up to an annualised total of 315 hours contact time) paying due regard to student progression towards successful completion.
21. To ensure staff record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and student progress.
22. Manage and maintain student morale and discipline working closely with college managers to ensure an appropriate learning environment.
23. The postholder will undertake College wide "duty manager" responsibilities as part of a rota with other managers.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

PERSON SPECIFICATION

	Essential ✓	Desirable ✓	Method of Assessment
Qualifications & Training			
Level 5 or above teaching qualification	✓		Application Interview
Related degree or equivalent qualifications	✓		
English and Maths at Level 2 or willingness to work towards	✓		
Relevant industry qualifications	✓		
Management /Leadership qualifications		✓	
Experience			
A minimum of 1 year's successful leadership experience in an educational setting	✓		Application Certificates
Evidence of successful curriculum development /innovation	✓		
Evidence of continuous professional development	✓		
Experience of operational planning including HR planning		✓	
Evidence of developing ICT in teaching and learning		✓	
Teaching in the FE sector		✓	
Proven and successful track record in using learning technologies to better benefit the learner experience		✓	
Experience of Peer observation and Observation of Teaching and Learning Practices		✓	
Skills & Special Knowledge			
Thorough current knowledge of issues within Further and Higher Education	✓		Interview References
A thorough understanding of quality assurance processes within teaching and learning	✓		
Knowledge of current changes in education	✓		
Proven ability to work under pressure and to meet deadlines/targets	✓		
Ability to evaluate own teaching and learning	✓		
Ability to offer appropriate levels of support to staff and learners	✓		
Ability to engage with students and develop their interest in the subject	✓		
Good IT Skills	✓		
Excellent interpersonal skills	✓		
Knowledge of Child Protection Issues	✓		
Able to form & maintain appropriate relationships & personal boundaries with young people	✓		
Knowledge of current education development and implications for raising the achievement of learners in the curriculum area		✓	
Ability co-ordinate teaching teams		✓	
Disposition			
High levels of enthusiasm ,intelligence and discernment	✓		Interview References
Emotional intelligence and professional manner	✓		
Effective communicator	✓		
'Can do' attitude	✓		
Willingness to work flexibly in a team.	✓		
Motivation to work with children & young people	✓		
Emotional resilience in working with challenging behaviours & appropriate attitudes to use of authority & maintaining discipline		✓	

Other			
Fit for the duties of the post	✓		Medical Report
DBS check carried out on appointment	✓		DBS application made by College for successful candidate
Special Interests			
			Interview