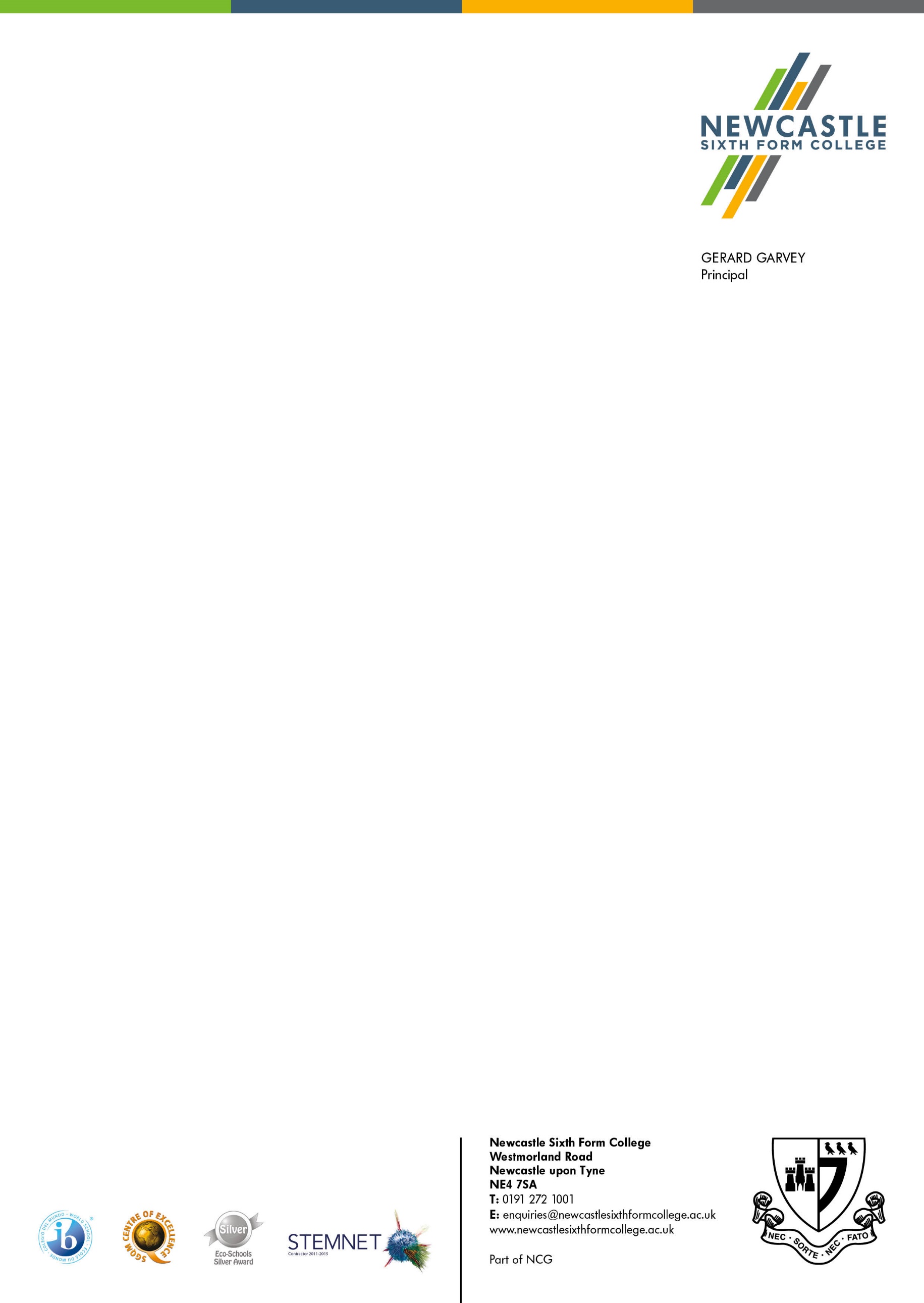
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**Head of Department**

**Art, Film & Media**

**Job Description & Person Specification**



Dear Applicant

I am pleased that you are considering working with us at Newcastle Sixth Form College. Our college is part of NCG, a national college group consisting of seven colleges. We are the only Sixth Form College in the group and the largest provider of A Levels in Newcastle with over 1,200 students and 100 dedicated staff. We are a college committed to widening participation and we have a diverse student body. Our students come to us from over 40 schools across the city and beyond.

Our approach is one which is inclusive with uncompromising high expectations. It is this approach which has enabled the college to be recognised nationally for student progress; our A Levels results as measured by the Department for Education (Data Tables for 2018/19) place us in the top 24% of all schools and colleges in the UK in 2019 with several subjects in the top 10%.

We work extremely hard to ensure those who study with us achieve their goals. From the start of their journey at our college, we assist every student in preparation for progression onto Higher Education or advanced employment opportunities. This year we expect over 90% of our leavers to progress to higher education including the most prestigious courses and institutions across the UK.

We have high expectations of our staff, and all leaders and teachers at NSFC are expected to be positive role models for our students and other colleagues by consistently striving for excellence. We offer an environment where teachers can master their craft with few distractions; our teachers are responsible for their own groups and deliver 20 hours of subject tuition per week (Heads of Department normally teach 15 hours per week). In addition to this we expect all staff to contribute at least 1 hour per week to the enrichment offer.

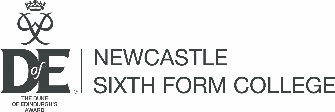
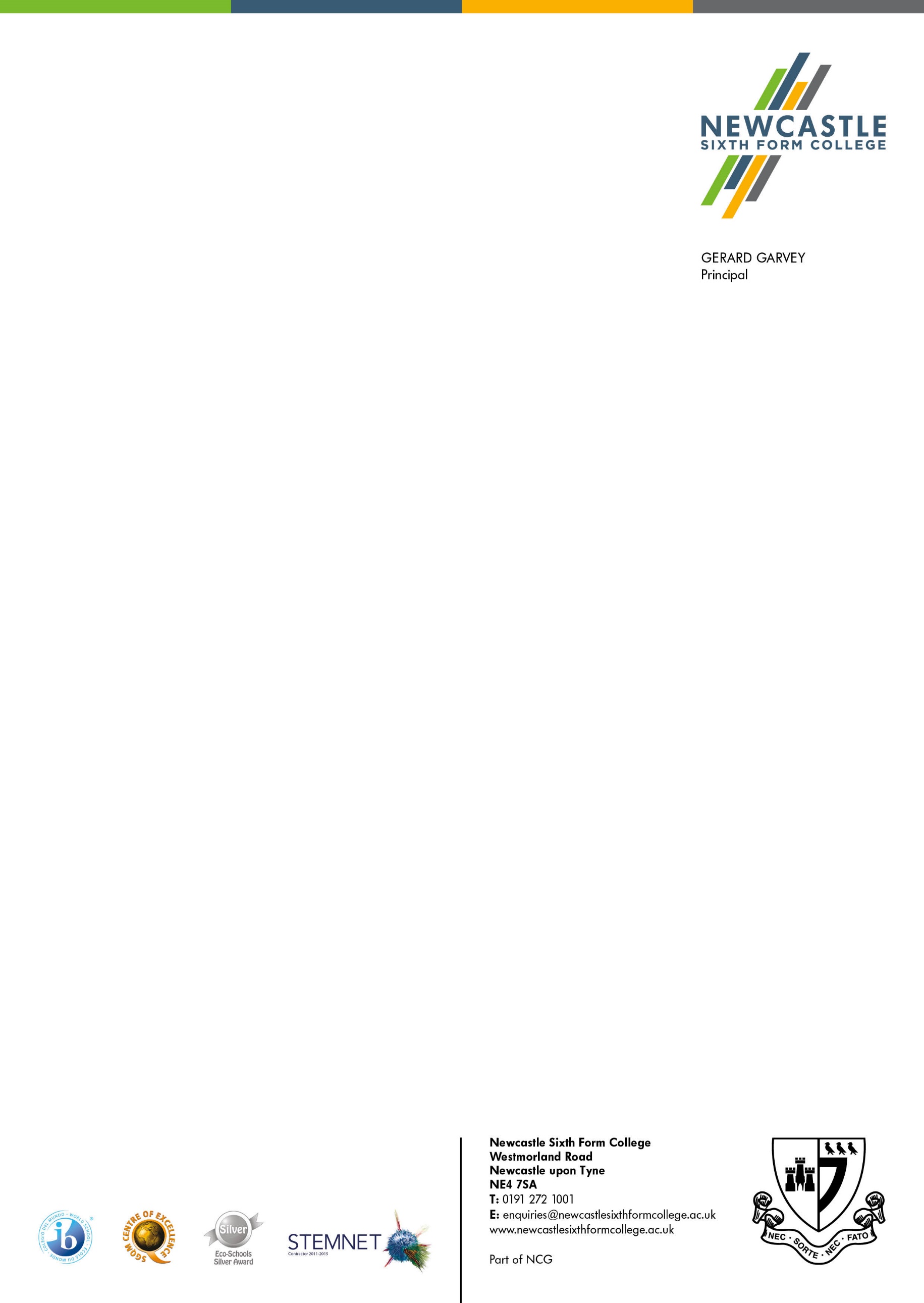
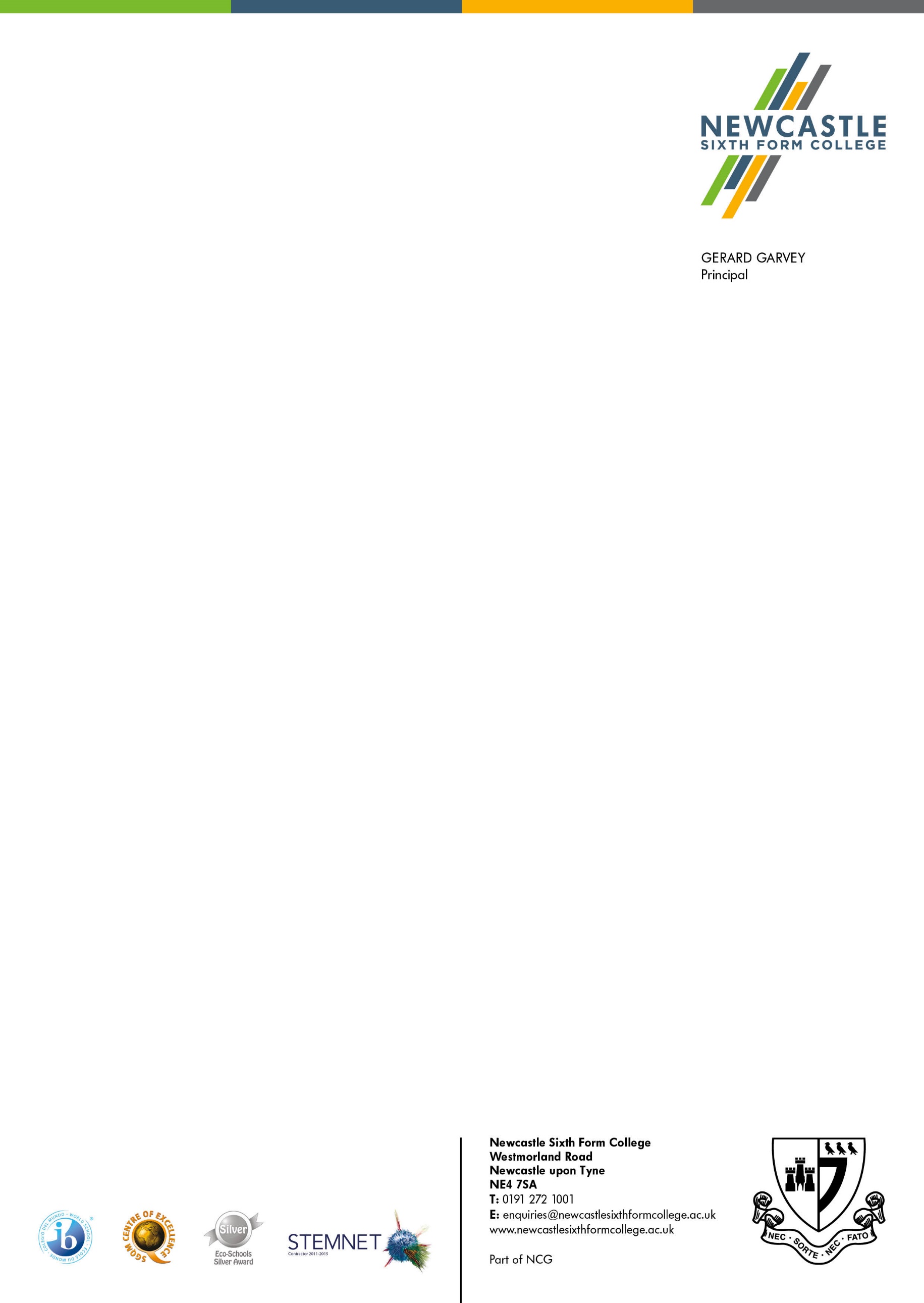
Staff at the college are passionate about working with young people and our college community is very supportive. Our small curriculum departments work collaboratively and we are committed to developing our staff as much as we develop our students.

I hope that you are inspired to apply and look forward to reading about what you can bring to our college.

Warm regards



Gerard Garvey



**Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Job Title:** | Head of Department |
| **Reports to:** | Director of Teaching Learning & Assessment |
| **Salary:** | **£31,625 - £41,949**  (NSFC Upper Pay Scale - £30,625 – £38,656  + allowance of up to £3,303) |

**Summary of main purpose of Role**

To raise standards of student attainment and achievement across all subjects within the department.

To be accountable for leading, managing and developing academic provision, including the enrichment programme within the department, and taking responsibility for the health and safety of self and others.

To manage and deploy teaching and support staff, financial and physical resources within the team efficiently to support the effective delivery of teaching and learning and the achievement of quality targets.

To support the Principal and Senior Management Team in achieving the strategic targets of Newcastle Sixth Form College, fulfilling the wider role of a middle leader.

**Key Responsibilities:**

**Teaching and Learning responsibilities**

1. To be the lead teacher within the department, sharing, promoting and modelling the best teaching and learning practice.
2. To deliver teaching, learning and assessment of the highest standard at all times.
3. To plan the curriculum, schemes of work and assessment which promotes the highest levels of student attainment.
4. To ensure all students are adequately prepared for internal and external assessment.
5. To support all students to identify and achieve their learning aims.
6. To write student subject reports which clearly articulate how improvement can be made and sustained.
7. To develop the provision of resources which allows the students to extend their learning outside of the classroom.

**Management responsibilities**

1. To share and contribute to the vision, mission and values of Newcastle Sixth Form College and communicate them effectively through leadership behaviours.
2. To undertake line management of direct reports, including the setting, monitoring and reviewing of staff appraisals and the performance management of staff.
3. To take full responsibility for the department, ensuring high quality provision and the maximisation of both physical and human resources.
4. To liaise with the Principal regarding the recruitment and selection of staff, and their induction and probation periods.
5. To motivate staff and to ensure the effective flow of information throughout the organisation.
6. To effectively manage a series of courses ensuring high levels of learner satisfaction, retention and achievement and progression (employment or further/higher study)
7. To lead the planning and delivery of the curriculum and the full range of activities that make up the learning experience including the writing and revising of schemes of work and lesson plans using the required college pro forma.
8. To lead the timetabling process for the department, working closely with the senior manager responsible for timetables across the college, including organising student groups and sub-groups, staffing and accommodation as appropriate.
9. To secure and contribute to a wide range of enrichment activities including visits, placements, visiting speakers and other activities.
10. To ensure that relevant information relating to the department and subjects within it is available and up to date for the production and maintenance of public information.
11. To organise, chair and keep records of departmental meetings.
12. To organise and record actions from one to one meetings with direct reports

**Student Oversight**

1. To support the student recruitment process, including giving admissions advice to colleagues and potential students, coordinating pre-enrolment activities and assisting during the registration and enrolment process.
2. To effectively track and document student progress including setting, monitoring and reviewing of targets using the electronic individual learning plans.
3. To liaise with external agencies/organisations, with parents/guardians and others as appropriate to the student group.
4. To collate and write student reports and references to support progress and progression into higher education and/or employment.
5. To monitor patterns of attendance within the department, dealing swiftly and effectively with students who cause concern using the appropriate college procedures.
6. To create an engaging student experience within the department, contributing to the overall student experience at Newcastle Sixth Form College.

**Planning and Performance responsibilities**

1. To review and undertake curriculum development in terms of quality, such as attendance, retention, achievement and progression, and modes of learning including e-Learning.
2. To plan the provision of the department, including plans for subject growth, liaising with the SLT.
3. To be accountable for devolved departmental budgets, ensuring that key budgetary performance indicators are maintained and controlled.
4. To identify and order resources for the planning and delivery of the teaching and learning experience.

**Quality Assurance responsibilities**

1. Through use of college systems and processes, to lead on quality assurance and improvement in: teaching and learning; assuring schemes of work; the assessment process, including internal moderation and coursework standardisation; self-assessment report documentation; student attendance, retention, achievement, progression both to employment and further/higher study.
2. To maintain course files, subject handbooks and other course documentation.
3. To access, use and update MIS data to support, inform and challenge the operation of the department.
4. To embed key quality processes within the department.

**Environmental responsibilities**

1. To ensure the health and safety of staff and students within departmental areas and during departmental activities.
2. To create a stimulating and engaging learning environment for students within the department.

**Standard responsibilities for all positions in NCG:**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| **Qualifications / Training** | | | |
| A degree in an appropriate subject. | ✓ |  | Application form |
| Qualified Teacher Status (QTS) or a recognised teaching qualification. | ✓ |  | Application form |
| Clear evidence of professional development | ✓ |  | Application form |
| Postgraduate qualification in a related subject area. |  | ✓ | Application form |
| **Experience** | | | |
| At Least 3 years’ experience of teaching A Levels in a relevant subject | ✓ |  |  |
| Recent evidence of sustained successful A Level achievement and value added. | ✓ |  | Application form |
| Experience of teaching A Level in a Sixth Form College or School Setting |  | ✓ | Application  Form / Interview |
| Experience of course co-ordination/leadership |  | ✓ |  |
| Experience as an examiner in your subject area |  | ✓ | Application form |
| **Skills and Knowledge** | | | |
| Ability to teach consistently to a good standard. | ✓ |  | Micro-teach |
| Ability to plan teaching and learning programmes, which meet students’ individual, needs an inclusive environment. | ✓ |  | Micro-teach/ Interview |
| Excellent communication skills both verbally and written. | ✓ |  | Application Form / Interview |
| Ability to use IT skills to a high standard | ✓ |  | Application/  Interview/Task |
| Ability to analyse and interpret data and make appropriate recommendations. | ✓ |  | Application/  Interview/Task |
| Ability to manage own time and personal resources effectively | ✓ |  | Interview |
| Ability to work in collaboration with colleagues at all levels to solve problems and make decisions. | ✓ |  | Interview |
| Up to date knowledge and understanding of teaching and pedagogy. | ✓ |  | Micro-teach/Interview |
| **Attributes / Other Requirements** | | | |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.  Staff will always strive to achieve 1 or 2 during lesson observation to demonstrate excellence in Teaching and Learning | ✓ |  | Interview |
| Reliable and conscientious approach to work with a commitment to professional development | ✓ |  | Interview |
| Satisfactory DBS clearance. | ✓ |  | DBS form |
| Eligible to work in the UK | ✓ |  | Application form |