

JOB DESCRIPTION

POST TITLE: SUBJECT AREA MANAGER – BUSINESS
AND TOURISM

POST NUMBER: WREQ1171

GRADE: MANAGEMENT SPINE

JOB PURPOSE

As the Subject Area Manager – Business and Tourism, you will be responsible for leading a team of academic staff in the successful delivery and development of a high-quality, learner-centred provision in the subject area of Business and Tourism.

This post carries a teaching commitment and, as post-holder, you will be a representative of the Faculty Management Team (FMT) and the College Middle Management Team (MMT).

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Head of Faculty for the following:

- Effectively managing the delivery, co-ordination, quality, and development of a portfolio of courses that enable learners to succeed and progress.
- Managing the marketing of provision and the Information, Advice, and Guidance (IAG) for students within the subject area, ensuring that learners are effectively recruited to courses that best meet their ability and aspirations.
- Leading, motivating, and developing a team of staff who can deliver outstanding teaching, learning, and assessment.
- Ensuring that Quality Assurance and improvement mechanisms are effectively implemented, robustly monitored, and result in high academic standards and student outcomes.
- Working collaboratively with Cross-college Teams to ensure that wider skills, including maths and English, are effectively developed in students and embedded within curriculum delivery.

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- Ensuring that Weston College protocols and awarding body requirements for assessment and internal verification are complied with and support high-levels of student progress.
- Delivering high-quality teaching, learning, and assessment upon a range of programmes.
- Working within a delegated budget and achieving set recruitment and income targets.

GENERIC DUTIES AND RESPONSIBILITIES

The generic duties and responsibilities of a Subject Area Manager are as follows:

- Devising, co-ordinating, and monitoring timetables within the Subject Area.
- Assisting in the selection process and appointment of staff to the Subject Area.
- Managing staff absence, ensuring measures are taken to cover lessons and to minimise the impact on the learning experience for students.
- Line managing a team of staff, ensuring that performance is regularly reviewed in line with Weston College performance management and appraisal protocols.
- Monitoring and supporting the development of teaching, learning, and assessment, to include the implementation of observation action plans for staff observed in the Subject Area.
- Ensuring that courses and programmes are regularly reviewed to ensure that they meet industry standards and expectations, making refinements where necessary.
- Ensuring that the progress of students is monitored, developed, and reported, as per the College protocols.
- Overseeing the implementation of an effective parental involvement strategy for students under the age of 18.
- Ensuring effective representation and engagement at Weston College marketing and recruitment events from the Subject Area Team.

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- Regularly reviewing key student performance data and ensuring that interventions are timely.
- Ensuring that the College policy for target setting and pastoral care of all students within the Subject Area is implemented.
- Ensuring that attendance and standards of student behaviour are high.
- Ensuring that IAG for prospective and existing students is effective and leads to positive destination outcomes.
- Ensuring College policies and procedures are adhered to by all staff within the Subject Area.
- Fully participating with the self-assessment process, ensuring that reports are accurate, objective, and identify key quality improvement actions.
- Representing Weston College and the Subject Area on internal and external committees and etc., as and when required.
- Providing first line responsibility for health and safety issues on behalf of the Subject Area Team.
- Teaching upon appropriate courses.
- Managing effectively and efficiently all resources, including space, materials, and staffing within the Subject Area.
- Undertaking other duties as may be required by the Principal to reflect changes and developments, commensurate with the grade of the post.

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TARGETS

This position has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set. Whilst this list covers key areas, it is not exclusive and is likely to change in line with external and internal strategies:

- Learner satisfaction.
- Employer satisfaction.
- Success, retention, and achievement.
- Progress and value added.
- Student progression.
- External activity to be graded 'Good' or 'Outstanding'.
- Teaching and learning observation profile.
- Resource utilisation.
- Student recruitment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine 00-04: £33,873.00 to £38,310.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

Lecturer contact hours: To be confirmed.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

As a member of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree (or equivalent level qualification), which is appropriate to the work.	✓	
Relevant successful teaching experience in the discreet curriculum area.	✓	
Understanding and recent experience of the Subject Area.	✓	
Teaching Qualification.	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate Degree and / or relevant professional experience.		✓
Good understanding of Ofsted, QAA, and awarding body guidance and regulations.	✓	
Ability to manage workload and complete tasks in a timely manner.	✓	
Knowledge and use of software to monitor student information and performance.	✓	
Understanding of Management Information Systems and their application.	✓	
Excellent management skills and ability to lead and motivate a team effectively.	✓	
Setting and achieving high standards for self, teams, and students.	✓	
Sound working knowledge of budgeting procedures / management.		✓
Thorough understanding of funding and strategic planning methodologies.		✓