

Job Description

Job Title	Head of Faculty for Tutorials
Faculty	Tutorials
Reports To	Vice Principal, Sixth Form Centre and 16-18 Study Programmes
Salary	£67,180 - £72,180 per annum
Contract	Full-time
Location	Across all centres

Job Purpose

The postholder has accountability for developing and leading high-quality tutorial provision for 16-to-18 study programmes and personal development opportunities for adult learners across the College. You will be responsible for developing and delivering a tutorial strategy in partnership with employers and stakeholders. Tutorials will have a measurable impact and enable students to be empowered, emotionally intelligent, and educated citizens ready for their next steps and play a positive part in the community, civic life, and beyond. You will ensure that learners experience the highest quality of tutorials that enables them to develop the knowledge, skills and behaviours they need for successful progression to the next level into higher education, employment, or apprenticeships. This is a cross-college role. In East Ham, Stratford and the IoT, you will work in collaboration with curriculum areas to influence tutorials delivered by teachers. At the NewVic Sixth Form Centre, you will be responsible for managing a team of Progress Tutors and Attendance Officers, who play a wider role in student experience alongside tutorial delivery.

You will be accountable for the overall performance of the faculty. This involves setting strategic goals, annual business planning, managing staffing and financial resources efficiently, and ensuring that the faculty meets or exceeds agreed college Key Performance Indicators (KPIs). You will lead managers and staff by example, inspiring and mentoring staff, to ensure that high expectations for learner outcomes are consistently met. You will have overall responsibility for the leadership and performance management of colleagues across the faculty. You will provide leadership that promotes high professional standards and expectations and ensure these are demonstrated by your team. Your leadership will foster a culture of collaboration and high performance, identifying areas for continuous professional development to strengthen the team's capability.

You will ensure that rigorous quality systems are in place and aligned with the college's quality framework and Ofsted's inspection requirements. You will identify strengths and weaknesses in the faculty's provision and rapidly implement actions to secure improvement where there is

underperformance. You will promote a culture of excellence and continuous improvement in tutorial delivery to ensure that learners make at least good progress and achieve their full potential. You will ensure that teachers and progress tutors use innovative methods and develop effective digital capability to enhance the learning experience.

You will promote high expectations for learners' behaviour, attendance, and punctuality across the provision, overseeing proactive approaches to supporting learners' different needs that ensure their success. You will maintain a robust overview of at-risk or vulnerable learners within your faculty, ensuring that effective interventions and support mechanisms are in place.

This role demands a strategic, solution-focused leader who can adapt to evolving educational demands, maintain high standards across the provision, and lead the team in achieving exceptional outcomes for learners.

Key Duties and Responsibilities

Leadership of tutorials

- Lead on developing and delivering the tutorial strategy, collaborating widely to ensure the programme is tailored to different cohorts and year groups.
- Develop partnerships with leading universities, employers, and other stakeholders, such as social mobility charities, and embed their work within the tutorial programme.
- Manage and develop a team of Progress Tutors to provide pastoral support to students that drives attendance, retention and achievement.
- Ensure that adult learners studying on a full-time basis in academic or A-level programmes benefit from relevant personal development and enrichment opportunities that develop their character and interests.
- Work collaboratively with Heads of Faculty to ensure that responsibility for success is appropriately dispersed across all leadership levels and centres and that tutorials have a high profile and high student engagement.
- Lead on horizon scanning, research, CPD, and best practice dissemination of tutorial delivery.
- Lead on the curriculum induction programme for new students, working alongside the Head of Student Experience.
- Continuously improve standards of tutorial delivery within the faculty, working closely with the quality team to identify additional resources to coach and support facilitators to develop high standards of practice.

- Promote and model the use of innovative and creative tutorials that enthuse learners and support their rapid progress and successful achievement.
- Quickly intervene and co-ordinate support where the quality of tutorials does not meet expected standards.
- Lead on the parent/carer engagement strategy for the college.
- Manage and co-ordinate pastoral target setting and progress reviews to maximise retention, achievement and progress

Faculty leadership and management

- Provide dynamic leadership of tutorials so that they meet agreed strategic and operational targets and objectives, aligning with the college's Key Performance Indicators (KPIs) and five-year strategic plan. This includes driving a business-focused approach that identifies opportunities for innovation in tutorial delivery.
- Lead the curriculum planning of tutorials, ensuring they meet the needs of local communities and the local, regional and national economy. This includes ensuring that tutorial programmes align with the requirements of funding agencies and meet audit standards, while also addressing the evolving needs of learners and employers.
- Use labour market research (LMI) and relevant information and data sources to maintain an awareness of trends and local market needs to inform the current and future tutorial offer.
- Work collaboratively with employers and stakeholders, to design and develop tutorials to ensure they develop the real-world application of learners' knowledge and skills.
- Lead and manage the faculty's budget and resources, ensuring that financial resources are allocated effectively to support tutorial delivery and promote high learner outcomes. This includes monitoring expenditure, optimizing resource allocation, and ensuring compliance with the college's financial policies.
- Ensure that challenging targets are set and achieved for recruitment, retention, achievement and progress, through monitoring and follow up of key performance indicators (KPIs).
- Strategically lead and oversee the high quality and effective management of timetabling for tutorials, and the logistics for induction.
- Oversee timetabling that ensures efficient and effective use of staff and their utilisation, accommodation, and other resources.

- Work closely with management information and funding colleagues to ensure that all information is accurate and up to date in line with relevant policies (registers, timetables, staff utilisation and course information).
- Ensure that relevant and high-quality information, advice and guidance is provided to learners and robust initial assessment undertaken, to promote high retention.
- Ensure that learners benefit from high quality tutorial provision which develops their understanding of key topics including safeguarding, local risks, Prevent, British Values, citizenship and environmental Sustainability & Development is understood and embedded throughout the faculty and the College.
- Foster a positive learner culture and high standards of conduct by promoting active engagement, restorative approaches and high attendance.
- Oversee curricula with a strong focus on enrichment activities, visits and trips that enhance learners' experience of their programme and develop their employability skills.
- Plan for continuity in the event of unforeseeable circumstances, and where necessary provide direct cover.

Staff leadership and management

- Line manage Progress Tutors to support high learner achievement and value-added metrics.
- Set high expectations for staff and robustly lead performance within the faculty according to college processes and procedures (induction, probation, performance development review) and address underperformance where necessary.
- Work closely with the Human Resources department on the recruitment and selection of staff, and completion of effective probationary processes and high-quality performance development reviews.
- Promote staff development through a learner centred approach to tutorial delivery that develops a lively, current, educationally engaging, and high-quality teaching and learning environment for learners via formal and informal observation.
- Promote collaboration and the sharing of best practices across the faculty and wider college.

Continuous improvement and standards

- Lead on the completion of high-quality, accurate annual self-assessment reports and quality improvement plans across the faculty.
- Ensure that there is a rigorous and sustained approach to quality improvement and monitoring across the faculty, so that targets for learners' outcomes and high grades are achieved.
- Align the efforts of staff with the college's objectives and published college Key Performance Indicators (KPIs) to drive overall success.
- Promote and facilitate a culture of continuous professional development and improvement across the faculty including innovation in classroom practices, digital learning and the appropriate use of AI.
- Ensure that challenging targets are set for learners and that staff operate within a culture of high expectations for all learners to achieve to their high capabilities.
- Ensure that colleagues delivering tutorials use effective monitoring and tracking systems that promote learners' progress and take rapid actions where learners fall behind or are not meeting expectations.
- Ensure that the faculty is responsive to the views of learners and learner voice via surveys and focus groups to help improve learner experience.
- Robustly interrogate and analyse a range of management information and data in a timely and effective way to monitor and improve the quality of provision. Based on this, take appropriate actions and interventions to continuously improve quality and learner achievement within the faculty.
- Identify any gaps in achievement between different groups of learners and their engagement with tutorials. Implement, monitor and evaluate the impact of initiatives designed to reduce these gaps.
- Lead progress tutors to improve the enrolment of learners, and their attendance, retention and achievement through effective tracking.

- Collaborate closely with the other faculties to ensure that all processes within are standardized and that a cohesive cross-college approach is maintained across all aspects of the work. This will involve fostering effective communication and collaboration to enhance the overall learner experience and support organisational initiatives.

Collaboration and business development

- Represent the college in initiatives and meetings with external agencies to further develop the faculty's provision.
- Collaborate with other faculties and areas of the college as required and to ensure effective delivery of cross-college programmes and partners.
- Contribute to appropriate marketing and learner progression activities.

General responsibilities

- Oversee and promote effective communication with the faculty by ensuring that plans are communicated and understood and that teams are engaged and motivated to play their part in delivering the college's aims and ambitions.
- Contribute to the effective leadership and management of the college via the College Management team and other relevant forums including duty manager and health and safety commitments.
- Act upon and alert the Vice Principal/Deputy Principal to any issues of non-compliance with learner and team records which breach standards.
- Ensure that health and safety policy and procedures are always followed, and that good practice is embedded throughout all aspects of the faculty by ensuring risk assessments for specialist areas are up to date.

Shared responsibilities and commitments:

All leaders employed at Newham College must demonstrate a commitment to:

- uphold and model the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

- adopt a learner-first philosophy and consider all decisions on the basis of how these will benefit our learners.
- manage departmental budgets and resources effectively to deliver optimum output and value for money and to ensure staff are happy and successful.
- undertake work to a high professional standard.
- develop a collaborative culture of continuous improvement.
- model behaviours that uphold the college's commitment to equality, diversity and inclusion.
- build environmental sustainability into leadership decisions and team plans and targets and personally support the college's journey towards Net Zero.
- act in a way that protects the health and safety of all staff, learners and visitors to Newham College.
- respect confidentiality obligations and ensure that all data is handled in line with the General Data Protection Regulation.
- keep professional practice in line with evolving sector norms and take responsibility for one's own professional development.
- keep current the knowledge and understanding of safeguarding policies and statutory guidance documentation, apply these principles in practice, and ensure compliance across the postholder's portfolio of responsibilities.
- take on any other duties which may be reasonably required and that are commensurate with the role.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder. Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made.

Appointments are usually made at the start of the salary range. The salary structure includes progression within the published grades, subject to service, funding, and performance.

Person Specification

Qualifications:	Essential	Desirable
A degree or proven substantial experience in related field of expertise to tutorial delivery	x	
A full teaching qualification (or working towards)	x	
A management qualification		x
GCSE English and maths grade C/4 or above or level 2 Functional Skills qualification	x	
Previous experience & knowledge:		
Significant recent experience of leading and managing post-16 curriculum, tutorial or pastoral provision that successfully meets the diverse needs of learners.	x	
Up-to-date knowledge of funding and curriculum in further education and of Government post-16 qualification reform.	x	
Experience of effective tutorial planning and management of financial and human resources.	x	
A track record of leading and managing staff to the successful achievement of targets and/or KPIs.	x	
Successful experience in teaching, tutorial delivery or pastoral support that has had a positive impact on learners' outcomes.	x	
Demonstrable impact in improving the quality of provision and sustaining high performance.	x	
Skills and abilities:	x	
Actively leads on and demonstrates commitment to the values, vision and mission of the college.	x	
Ability to lead others through inspirational, motivational leadership and high standards of professionalism.	x	
Commitment and ability to continuously improve standards of teaching and learning.	x	
Ability to set, monitor and achieve challenging performance targets for staff and provision.	x	
Ability to work in partnership with employers and stakeholders to apply an innovative approach to new curriculum initiatives.	x	
Effective finance and budget skills to ensure cost effective curriculum planning and management.	x	
Ability to interpret and use data, KPIs and management information to identify issues and bring about positive change.	x	
Excellent interpersonal skills to deal with learners, parents, staff, internal and external stakeholders.	x	
Clear and accurate written and oral communication skills.	x	
Competent in use of online systems and Microsoft Office suite.	x	
Highly organised and able to meet deadlines.	x	
Passionate advocate of safeguarding, equality, diversity and inclusion	x	

