

Head of Faculty – Humanities, Languages & Social Sciences

Title:	Head of Faculty – Humanities, Languages & Social Sciences
Grade:	Band A
Activity:	Regulated
Status:	Permanent
Responsible to:	Assistant Principal
Functional links with:	Senior Leadership Team College Leadership Team All staff in the Humanities, Languages and Social Sciences faculty, All College staff

Key role objectives

To provide effective, pro-active leadership for the Faculty of Humanities, Languages and Social Sciences, aligned to the Exeter College Strategic Plan. To lead and manage the team of professional staff, to manage the faculty budget and to create an ethos of continuous improvement in a culture of high expectations that is focussed on learners' success.

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and

- With full regard for the college's equality, diversity and health and safety requirements;
- To achieve individual and team targets assigned through the college's annual planning and staff appraisal processes;
- Within the approved income and expenditure budgets;
- Subject to the college's approved strategies, policies and procedures.

Main Tasks:

1. Provision of Quality Teaching, Learning and Student Support and achievement of Performance Standards

- 1.1 To teach an agreed number of hours each year to contribute to the teaching, learning and assessment within the faculty.
- 1.2 To manage according to the College policies and procedures [to be found on the intranet] and ensure that the Faculty complies with these policies and procedures.
- 1.3 To plan and implement an annual programme of lesson observations so that all teaching staff in the faculty are observed at least once every two years by the Head of Faculty or a member of the faculty management group.
- 1.4 To agree annual development targets with each course/subject team leader, which contribute to the achievement of the college's strategic aims and objectives.
- 1.5 To ensure that the Faculty's performance indicators support the achievement of the College's overall performance indicators.
- 1.6 To complete annual Self-Assessment Reviews for the Faculty ensuring that any weaknesses are addressed within agreed timescales, through a process of drawing up and monitoring annual quality improvement plans.

2. Guidance, Support and Student Welfare

- 2.1 To work closely with the College's Student Recruitment team to ensure that pre-course interviewing, guidance and enrolment procedures lead to students being attributed to appropriate courses.
- 2.2 To ensure the tutorial work of the Faculty conforms to the College's tutoring policy.
- 2.3 To closely monitor the quality of tutoring in the Faculty.
- 2.4 To ensure that student records are accurate and maintained according to College policy.
- 2.5 To work with Student Services to ensure that reporting procedures to parents, employers and other support agencies are properly implemented.
- 2.6 To ensure all students are made aware of the College services available to them.
- 2.7 To deal with student disciplinary issues within the College's Student Disciplinary Procedures.

3. Collaborative and co-operative work with Colleagues

- 3.1 To be a member of both the College's Leadership Team and the Faculty Heads' group, and contribute fully to their work, including attendance at meetings and residential development events.
- 3.2 To ensure that accurate data, as required, for example relating to students, courses, staff, and finance, is collected and used by the Faculty for monitoring and development purposes.
- 3.3 To support the marketing function of the College by developing links with the local community, employers, advisory bodies and other ventures.
- 3.4 To work with other College Faculties and Departments to actively promote the work of the Faculty and the College.
- 3.5 To work co-operatively with Heads of Faculty and College Leaders to support a corporate and collegiate approach.

4. Management of People and Resources

- 4.1 To develop a staffing strategy for the Faculty which is responsive to the College's needs and which adheres to the College's staffing policies, and is within the Faculty's agreed budget.
- 4.2 To ensure that the personnel policies of the College are implemented effectively within the Faculty.
- 4.3 To update skills, knowledge and understanding of staff as appropriate within the College's overall staff development plans and procedures.
- 4.4 To ensure that the College's appraisal procedures are implemented and outcomes are used to inform the Faculty staff development plan.
- 4.5 To hold regular, scheduled staff Faculty meetings to ensure that two-way communication and good working relationships are maintained.
- 4.6 To adhere to the College's Financial Regulations and ensure delegated budgets are properly managed without overspend.
- 4.7 To be responsible for the management of accommodation allocated to the Faculty ensuring appropriate and efficient use.
- 4.8 To ensure the activities of the Faculty conform to Health and Safety legislation.

5. Management of the work of the Faculty

- 5.1 To provide leadership to the staff to ensure teaching and learning activities are provided at the highest possible standard, within a professional culture and climate of continuous improvement.
- 5.2 To work closely with schools, employers, parents and other secondary clients to ensure that the curriculum continues to be relevant to the needs of current and future students.

- 5.3 To set up internal development teams to plan and promote new initiatives to ensure the curriculum maintains relevance to the needs of College clients.
- 5.4 To contribute to the College's Academic Plan ensuring that the Faculty's activities are quantified, effectively resourced and reflect the needs of students.
- 5.5 To ensure timetables are efficient and effective in the deployment of staff and students.
- 5.6 To work with and lead staff to ensure courses are well delivered and achieve successful learner success rates and positive value-added student outcomes.
- 5.7 To work with staff across the A Level community to ensure that the A level learner experience at the College is positive and consistent.
- 5.8 To systematically monitor and evaluate Faculty activities according to College policies to ensure quality is maintained and improved.

Mandatory Duties:

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- 2. Commitment to Equal Opportunities.

As a member of the College Leadership Team:

To participate in the College's Duty Manager rota.

To exercise due skill, care and diligence in managing the above areas of responsibility.

To lead by example and set business and personal standards which can be held as a model for the rest of the staff.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

Jan 2022

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



Person Specification

Head of Faculty – Humanities, Languages & Social Sciences

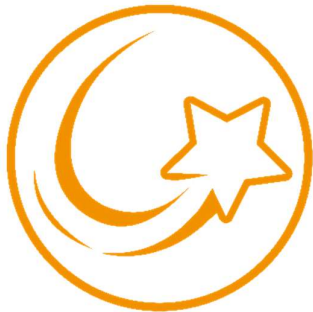
Criteria		How Evaluated	
		Application	Interview
Experience	Essential: <ul style="list-style-type: none"> - Successful teaching experience in a Sixth Form, Tertiary or Further Education College - Demonstrable successful leadership and line management of a team - Experience of teaching and managing A Levels - Experience of collating and interpreting data and providing reports - Demonstrable IT competency - Experience of integration of ILT in the curriculum 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
	Desirable: <ul style="list-style-type: none"> - Previous experience as a Head of Subject/Faculty in a Further Education/Tertiary College or of a large curriculum team in a secondary school 	✓	
Skills & Abilities	Essential: <ul style="list-style-type: none"> - Leadership skills (with people) - Excellent inter-personal skills - IT literate 		✓ ✓ ✓
	Desirable: <ul style="list-style-type: none"> - Budget management skills - Financial management skills – good knowledge and understanding of budgeting in education settings. 		✓ ✓

Qualifications	Essential: <ul style="list-style-type: none"> - Graduate - Recognised Teacher Education qualification [e.g. B.Ed; Cert.Ed] 	<ul style="list-style-type: none"> ✓ ✓ 	
	Desirable: <ul style="list-style-type: none"> - Post graduate education/leadership /management qualification or courses 	<ul style="list-style-type: none"> ✓ ✓ 	
Personal qualities	Essential: <ul style="list-style-type: none"> - Strong, motivational leadership qualities. - Team working skills – as both a team member and a leader. - Commitment to student success. - Empathy with learners and teaching staff. - Ability to prioritise and manage time effectively. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		<ul style="list-style-type: none"> ✓ ✓

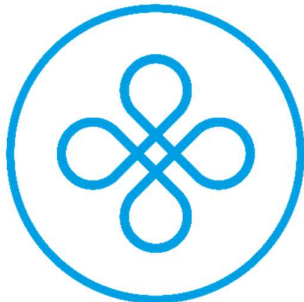
Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



AMBITION



COLLABORATION



ENERGY