

**FASHION
RETAIL
ACADEMY**

JOB DESCRIPTION PACK 2026
HEAD OF DEPARTMENT: HIGHER EDUCATION

JOB AT THE EFI

Job Title:	Head of Department – Higher Education (HE)
Division:	Fashion Retail Academy (part of Education for Industry Group)
Level:	Senior Management Team
Accountable to:	Director of Higher Education
Key relationships:	Senior Leadership Team, Senior Management Team, Heads of Departments, Course Leaders, Programme Managers, Lecturers, Wellbeing Team, Student Services Team, Curriculum and Delivery Teams, QAE Team Support Administration, Support and Professional Services Teams and Students
Grade:	Head of Grade
Hours:	Permanent Contract Full-Time
Location	FRA Academy, Electra House, 84 Moorgate - London, Moorgate EC2M 6SE

About Education for Industry Group (EFI)

Education for Industry Group (EFI) is a charity that specialises in the creation and operation of industry-led specialist education & training, and its full ecosystem to deliver highly skilled, job-ready graduates to the sectors it serves. With a mission to transform lives, careers and industry through the creation and delivery of specialist education and training.

Our brands are united by a common goal to create and deliver outstanding vocational and academic education in partnership with industry, each division operates independently while accessing centralised functions across Marketing, Finance, Operations and Student Services.

Our current brands include:

	Born out of the industry in 2005 we are a specialist industry-led college that forecasts and meets the talent pipeline needs of fashion and retail industry.
	Created in 1997 and acquired by EFI Group in 2024, we are a specialist college that meets the talent need of the beauty industry.
	Specialist workforce development training provider offering customisable in-service training and development including Apprenticeships.

The job description should not be regarded as exclusive or exhaustive. It is intended to be a summary outline of the current areas of activity, and it may be subject to modification from time to time as necessitated by the changing needs of the EFI.

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Founded in 2019 we are End Point Assessment and qualification development specialists.

Education For Industry was established in 2024 with a clear-cut objective: to reshape lives, careers, and industries through specialised educational training. Our belief is rooted in the notion that industry-specific education fosters seamless connections between individuals and businesses, driving efficiency like no other.

With a proud alumni network exceeding 20,000 graduates across various sectors including fashion, retail, beauty, and hairdressing, we've been instrumental in nurturing top-tier talent. Our partnerships with esteemed brands ensure that our curriculum is enriched with real-world industry insights, enhancing the learning experience.

At Education for Industry, we are staunch advocates of inclusive education, firmly believing that everyone deserves access to opportunities, irrespective of background or circumstances. We are committed to breaking down barriers, promoting equality, and ensuring fair access for all students. Our core mission revolves around enhancing student engagement, retention, and progression, driving us forward with unwavering dedication.

About the role

The Head of Department is responsible for leading the academic and operational success of a designated curriculum area within Further Education (FE), Higher Education (HE), or Apprenticeships. Reporting to the relevant Director, the postholder will provide inspirational leadership to ensure outstanding quality, student/apprentice experience, and learner outcomes.

They will be accountable for curriculum intent, implementation, and impact across their area, driving innovation, inclusivity, and responsiveness to industry needs. The postholder will lead a team of Programme Managers and may have additional line management responsibilities depending on the department structure.

Key Accountabilities

- **Curriculum Leadership:** Lead the strategic design and delivery of an ambitious, inclusive curriculum.
- **Quality Assurance:** Drive high standards in teaching, learning, and assessment, ensuring robust quality assurance, compliance, and continuous improvement through effective use of data.
- **Team Leadership & Development:** Line manage and develop Programme Managers and Lecturers, fostering a collaborative, high-performing culture.
- **Student Experience & Outcomes:** Accountable for student experience, achievement, progression, and destinations.
- **Curriculum Innovation:** Champion digital innovation and cross-college collaboration, embedding sustainability and EDI across provision. Build strong internal and external partnerships to support inspections, validations, and strategic objectives.

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Key Responsibilities

Curriculum Leadership & Quality

- Lead and innovate the full curriculum design and sequencing to ensure ambition and inclusive provision.
- Develop and lead strategy to ensure high-quality teaching, learning, and assessment practices aligned with group strategy and standards.
- Develop departmental strategy to drive continuous improvement through effective use of data, feedback, and staff development.
- Write and deliver the departmental Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Ensure all quality assurance and compliance processes are fully embedded and impactful

Team Leadership & Management

- Successfully line manage Programme Managers and other academic or support staff as required.
- Build a positive, collaborative, and high-performance departmental culture.
- Lead regular team meetings, training sessions, observations, appraisals, and performance reviews.
- Promote staff development, innovation, and reflective practice across the department.

Student/Apprentice Experience & Outcomes

- Accountable for student/apprentice experience, progression, achievement, and destinations.
- Analyse data on attendance, retention, and satisfaction with rigour to create an ongoing strategy which will lead to exceptional outcomes.
- Work with student support services to ensure inclusive and supportive learner journeys and outcomes for all.
- Develop relationships and strategy with wider teams to enhance and embed enrichment, employability, and industry relevance programme within the curriculum offer.

Innovation, Digital & Cross-College Collaboration

- Champion and implement digital innovation, including AI and flipped learning models.
- Contribute to the embedding of sustainability, EDI, and data literacy across curricula.
- Share and adopt best practice through collaboration with other Heads of Department.
- Support the realisation of EFI Group-wide innovations and strategic goals.

Stakeholder Engagement

- Build positive relationships with internal services and external stakeholders.
- Work with Directors and central teams on inspections, validations, and audits.
- Contribute to curriculum planning and strategic development in annual cycles.

In line with all staff

- To act in the interests of the EFI at all times

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- To support the delivery of the EFI's strategy as it relates to this post
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the EFI
- To be committed to your own development through the effective use of the EFI's performance review and staff development processes
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the EFI's strategic plans
- **Safeguarding.** Comply at all times with the EFI's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment
- **Equality and diversity.** To be committed, adhere to and promote the EFI's Equality and Diversity policy at all times
- **Health and Safety.** Comply with and raise awareness of health and safety in line with EFI's policy and procedures
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all EFI's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

Person Specification

Knowledge, Experience & Skills

- Strong senior management experience within education, ideally in FE, HE or Apprenticeships.
- Track record of improving curriculum quality and learner outcomes.
- Experience leading or contributing to SARs, QIPs, inspections, or validations.
- Experience in vocational and/or industry-focused education (desirable).
- Experience with employer engagement or industry partnership working (desirable).
- Strong understanding of pedagogy, curriculum design, and quality frameworks.
- Understanding of digital tools and innovations in teaching and learning (desirable).
- Knowledge of Ofsted/OfS/ESFA regulatory requirements (desirable).
- Excellent team leadership and people management skills.
- Confident use of data to inform strategy and actions.
- Passion for inclusive, industry-aligned education and a commitment to raising aspirations for all learners.
- Ability to motivate and inspire an outstanding teaching team.
- Ability to stay current within both subject area and post-16 education.
- Commitment to practicing and modelling the EFI's values.

Education and qualifications

- Teaching qualification and/or educational management experience and relevant degree or postgraduate qualification.

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More Information/Contact us

To arrange an appointment for an informal discussion about the role and our organisation please email recruitment@efigroup.ac.uk

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