**Job Description:**

|  |  |
| --- | --- |
| **Post:** | ***Head of Faculty***  |
| **Salary Grade:** | *Grade 6 Spinal Point 31 - £46,571.54 per annum (Fixed Point)* |
| **Responsible to:** | *Assistant Principal Curriculum*  |
| **Responsible for:** | *All staff involved in teaching learning and assessment, and technicians* |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To lead high quality teaching, learning and assessment across campuses throughout designated areas of provision which meets the needs of the community, employers, develops students’ employability skills and enables progression.  |
| **2** | To ensure the effective operational standards of all systems and processes regarding teaching, learning and assessment across relevant campuses.  |
| **3** | To lead on and ensure the effective sharing of best practice and aligning the curriculum offer across campuses. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | To conduct performance development reviews for teaching and support staff.  |
| **B** | To lead on timetabling and maximising staff utilisation, resources, and financial contribution within the curriculum. |
| **C** | To conduct observations of all teaching staff and lead improvements in performance or dissemination of good teaching, learning and assessment practices. |
| **D** | To arrange and engage in professional development for curriculum teams. |
| **E** | To ensure inspirational and effective learning environments and resources. |
| **F** | To monitor and improve student attendance, progress, and progression. |
| **G** | Work with the Assistant Principal in the planning and delivery of a highly relevant curriculum offer, particularly focussing on the needs of employers. |
| **H** | Conduct and manage close liaison with parents and carers regarding student progress, progression, behaviour, and welfare issues.  |
| **I** | Lead course managers & tutors to ensure excellent student outcomes, high levels of student satisfaction and progression. |
| **J** | Support course managers and pastoral staff in ensuring an effective support for change process. |
| **K** | Ensure effective arrangements in collaboration with administration team for covering staff absence and effective monitoring and responses to such absence. |
| **L** | To lead on the self-assessment & quality improvement processes. |
| **M** | To represent the College at internal and external events and deputising for the Assistant Principal as appropriate. |
| **N** | To collaborate with VP Students, Learning & Quality, and marketing colleagues to ensure effective responses to learner voice. |
| **O** | To lead all staff in ensuring high levels of student attendance and success in English and maths. |
| **P** | To deliver 0.2TE of teaching/tutorial per annum. |
| **Q** | To lead on the monitoring and delivery of safeguarding and health & safety practices in the faculty. |
| **R** | To ensure the individual needs of all learners are met including the liaison with the Additional Learning Support team. |
| **S** | To work with the Teaching and Learning Coaches to ensure the highest standard of Teaching, Learning and Assessment. |
| **T** | To support the Assistant Principal with curriculum partner boards and employer engagement. |
| **U** | To lead on responding to complaints and support the Assistant Principal with investigations where appropriate. |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in performance management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people, and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that this meets quality standards. |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |
| **8** | Responsible for Student Pass Rates, Retention, Attendance and Achievement. |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i | Qualified to degree level or equivalent professional qualification or holding significant relevant industry experience | E |  |
| ii | Teaching qualification such as CertEd, PGCE, BA (hons) in Education | E |  |
| iii | Leadership and Management Training |  | D |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iv | Strong knowledge of the characteristics of outstanding teaching, learning and assessment and how this can be achieved | E |  |
| v | Experience of using and analysing management information to drive improvements  | E |  |
| vi | Substantial evidence of commitment to ongoing professional updating and development | E |  |
| vii | Knowledge of the financial context and College objectives for efficiencies and income generation | E |  |
| viii | Strong understanding of and commitment to Safeguarding and Equality and Diversity including the Prevent responsibility for leavers and managers | E |  |
| ix | Strong understanding of the current OFSTED common inspection framework and the process for OFSTED inspections for FE and skills | E |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| x | Ability to lead and manage people and develop strong team working | E |  |
| xi | Excellent teaching skills and a track record of teaching success | E |  |
| xii | Highly organised, and able to manage high workload  | E |  |
| xiii | Excellent IT and communication skills both written and verbal | E |  |
| xiv | Agile, proactive and solutions focussed | E |  |
| xv | A passion and commitment to transforming and improving life chances for students and make a significant contribution to economic development | E |  |
| xvi | Ability to inspire confidence in staff and external stakeholders | E |  |