**Job Description**

**Head of Health and Social Care**

1. **St Francis Xavier College is a Roman Catholic Foundation. All teachers should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and, subject to, the directions given by the Principal.**

**B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**

**C. This post is offered subject to the conditions of service as set out in the agreed contract.**

**D. The College Staff Handbook contains general information about the duties of all members of staff and the policy frameworks of the college.**

**Reporting to: Head Faculty 1.**

**Teaching, Learning and Assessment**

1. To ensure that an appropriate range of courses are on offer with respect to the type and level of course so that the needs of students are met with respect to abilities, interests and progression.
2. To set appropriate entry requirements and establish and contribute to a student recruitment process that matches learners to appropriate provision.
3. To ensure that students proceed through an appropriate and informative induction process.
4. To keep curriculum provision under annual review and investigate new developments, for example, apprenticeship routes and blended learning programmes.
5. To oversee and direct the planning, organisation and coordination of the teaching and learning process.
6. To ensure that teaching, learning and assessment are carried out to the highest standards and that the views of students are drawn upon to inform professional practice.
7. To ensure that staff and student electronic work areas are maintained safely, securely and in a manner compliant with College codes of practice with respect to electronic files and communications.
8. To ensure that teaching within the department is stimulating, engaging and challenging and ensures that students are able to reach their potential and be successful.
9. To be proactive in the management of learners with specific needs, to adapt programmes accordingly to meet specific needs and to be proactive in the liaison with the Learning Support Department to meet students’ needs.
10. To ensure that marking and assessment across the team is completed promptly, is fed back effectively and is recorded as per College practices with deployment of College’s e-Markbook facility.
11. To be responsible for the achievement and success of learners in the department and for ensuring high standards of attendance, punctuality, achievement and conduct.
12. To be the lead person in the planning, management and oversight of the procurement of industrial placements for students (when appropriate) and in monitoring the progress of students on those placements.
13. To oversee the provision and maintenance of physical resources to support the effective delivery of current and planned programmes within the department.
14. To exploit the use of ILT both within the classroom and beyond and take responsibility in ensuring that MLE resources are current, stimulating and promote independent learning.
15. To liaise with and report to parents/carers with respect to pupil progression and to communicate with parents when there are particular matters for praise or concern.
16. To contribute to the compilation and processing of student applications to HE and to offer appropriate support, guidance and referral to those students who are progressing via other routes.
17. To keep the Principal, members of CMDC and the Governors informed about the business of the curriculum area but also about curriculum and pedagogical developments and the general educational landscape of Health and Social Care

**Pastoral**

1. To manage students’ behaviour and implement the College Learning Code for those students pursuing programmes within the Health and Social Care Department
2. To liaise with tutors, Heads of House and Assistant Principals with respect to pastoral matters
3. To ensure that student data is accurate, maintained and shared appropriately and according to College code of practice with respect to data sharing.

**Human and Physical Resources**

1. To lead on planning and constructing the departmental timetable and to liaise with the relevant Head of Faculty and Associate Principal with respect to the deployment of resources, human and physical, to fulfil teaching and learning aims.
2. To participate in the recruitment and selection process for departmental team members.
3. To ensure that new team members receive appropriate induction and training to fulfil the demands of the job description.
4. To determine the organisation and deployment of staffing resources within the department.
5. To oversee and monitor absence of team members and implement the College absence policy.
6. To organise one-to-one and team meetings with departmental members as required by the College calendar and in order to fulfil operational and strategic needs of the department.
7. To control the departmental budget, deploying it in the best possible interests of the student body.
8. To take lead responsibility for health and safety within the department and in the immediate environment beyond it and to ensure that all team members are aware of and compliant with the relevant policies and practices, both at departmental and institutional level.

**Quality Assurance and Improvement**

1. To be familiar with all management information data related to departmental achievement, retention, success, attendance rates and progression and to interrogate the data to inform development and improvement plans.
2. To monitor the quality of teaching, learning and assessment within the department, to implement the College’s quality assurance processes and to secure compliance of staff and students in these processes.
3. To be responsible for directing and monitoring the performance of team members with respect to success rates and other key performance indicators.
4. To conduct performance management reviews with team members: to evaluate performance against job description; to measure performance against targets; to identify training needs; to set future objectives.
5. To ensure that all verification processes, internal and external, are carried out to the highest standards and in accordance with the requirements of external awarding bodies.
6. To take a lead role in the self-assessment process of the department and in the setting of challenging targets with respect to key performance indicators and strategies to drive forward improvement.

**Cross-College Liaison**

1. To represent the department at College committees and contribute to whole College development and improvement plans, operational and strategic.
2. To foster and contribute to cross-College initiatives which further the educational aims and experiences of the students.

**Internal and External Liaison and Communication**

1. To take responsibility for all textual publicity and information issued about the department both in paper and electronic format.
2. To promote the sustainability of the department and the institution by actively contributing to the marketing of the department’s provision and of the College as a whole and by participating in recruitment processes.
3. To liaise with colleagues in partner schools and other educational institutions in keeping with the objectives of the mission and strategic plans of the College
4. To liaise with external assessment bodies and other external agencies as appropriate
5. To promote the best interests of the College and the faith-based mission of the College

**Continuing Professional Development**

1. To attend relevant in-service training meetings on-site and off-site
2. To familiarise oneself with the complement of knowledge, skills and experience within the team, conduct a training needs’ analysis drawn from the PRM process and other evidence and identify and secure appropriate training and development for team members
3. To contribute to the induction and training of new staff within the department

**Single Equality Duty**

1. To have an understanding of and proactive commitment to the College’s Equal Opportunities Statement and Single Equality Duty and to promote that duty within the responsibilities and remit of the post
2. To interrogate management information data to establish any differences in attainment for different learners within the department with respect to race, gender, disability, economic disadvantage and/or specific learning needs and to take measures to close attainment gaps for those groups.

**Safeguarding**

1. To participate in the safeguarding training made available by the College (assessed to Level 2 standard) and to abide by the College’s code of practice with respect to any safeguarding or potential safeguarding matter, whether in relation to a staff or a student member of the community.

**Mission**

1. To ensure that departmental aims and practices are in harmony with the College’s ethos and reflect the College’s mission to support all its students to achieve their potential.