

## **COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	<b>Head of School</b>
<b>LOCATION:</b>	<b>Cross College</b>
<b>REPORTING TO:</b>	<b>Director of Curriculum</b>
<b>RESPONSIBLE FOR:</b>	<b>Managers in the School</b>
<b>GRADE:</b>	<b>Leadership &amp; Management SCP (43 -46)</b>

#### **KEY RESPONSIBILITIES**

1. To be responsible for the leadership, management and development of the curriculum provision within the above School ensuring that the quality of the delivery is of the highest standard.
2. To be responsible for quality assurance and improvement within the School including lesson and tutorial observations, self assessment reports and quality improvement plans
3. To inspire staff to be innovative in all aspects of teaching and learning and to embed the use of e-learning across the School
4. To be responsible for the achievement of all Performance Targets (e.g. recruitment, retention and achievement targets for learners).
5. To be responsible for the overall learner experience ensuring the highest levels of satisfaction for all learners
6. To be responsible for those development projects allocated to be the School's responsibility as allocated by the Director.
7. To be responsible for the overall management of resources (staffing and non staffing) in the School.
8. To be a member of the Directorate Management Team with responsibility for the planning and delivery of the Directorate's activities.

9. To undertake teaching and learning activities. (The amount of teaching required will vary according to the size of the area and the needs of the post.)

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the learners, including, in particular:
  - Establishing and maintaining high levels of professional conduct in the area of responsibility.
  - Managing and being accountable for, improvements in the quality of teaching and learning delivered by the School
  - Ensuring that the targets for the improvement in quality of teaching, learning and attainment for the School are achieved.
  - Managing and being accountable for sustained improvements in learners' achievements within the School
  - Ensuring that the targets for learners' recruitment, retention and achievement are achieved.
  - Managing the learner disciplinary process and conduct within the School.
2. To manage and develop the School's curriculum offer
3. To ensure the effective delivery of a tutorial/support system that is relevant to the needs of learners
4. To ensure that learners receive an effective induction to their course including access to appropriate Initial Diagnostic Assessments
5. To ensure that regular reviews of learner progress take place in line with the College policy and that effective Individual Learning Plans are in place for all learners.
6. To ensure that Schemes of Work and Lesson Plans are in place for all courses
7. To develop relevant employer responsive programmes for the area and carry out relevant employer engagement activities, including liaison with key employers and stakeholders.
8. To capitalise on links with employers and engage their expertise in developing the college vocational curriculum as a core part of the School's activities.
9. To ensure that information, relevant to the work of the School is collected and collated and to provide statistical data as required. To ensure that relevant data, etc is disseminated to staff in the School.

## **Quality and Planning**

10. To manage the aspects of the College's quality and self-assessment processes that are the responsibility of the role including, in particular, SARs and course reviews.
11. To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role
12. To represent the College with external agencies as required in the performance of

duties

13. To achieve agreed targets and performance indicators across all areas of responsibility

### **Resources**

- 14 To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial human and physical resources.

### **General**

- 15 To implement College policies, particularly those relating to equality and diversity.
- 16 To implement Health and Safety and security measures in accordance with statutory and College requirements.
- 17 To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- 18 To develop effective working relationships internally and with external partners.
- 19 To operate at all times in line with the College's values and behaviours (see attached)
- 20 To undertake any other duties consistent with the key responsibilities and/or duties of the post.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
<b>QUALIFICATIONS</b> (Educational and Vocational)	A relevant first degree and/or professional qualification in a relevant subject area.	
	Evidence of continuous professional development	
	A full teaching qualification.	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience of direct co-ordination or management of curriculum delivery, including the effective development, deployment and leadership of staff.	
	Experience of leading teams and/or managing staff	
	Direct relevant experience of curriculum planning processes particularly in relation to the areas covered by the post.	
<b>SKILLS</b> (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.	
	Well developed communication, external liaison and networking skills.	
	The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.	
	The ability to delegate effectively and manage the performance of others in accordance with good management practice.	
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.	
	The ability to manage budgets and meet financial targets	
	The ability to respond creatively to the specific teaching and learning needs of a diverse community.	

	The ability to articulate a vision, show how it can be achieved and inspire others to success.	
	Excellent written skills.	
	The ability to motivate and encourage others, inspire trust and a sense of common purpose.	
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	
	A strong sense of purpose and the drive to achieve agreed goals.	
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment	
	A sound understanding of the Every Learner Matters Agenda.	
	A sound understanding of effective support systems to meet student needs.	
	A strong commitment to student success.	
	A relentless commitment to excellence and creativity.	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	

