



JOB DESCRIPTION

POST TITLE: SUBJECT AREA MANAGER – CREATIVE & DIGITAL MEDIA
POST NUMBER: WREQ2103
GRADE: MANAGEMENT SCALE 0-4

JOB PURPOSE

As the Subject Area Manager – Creative Digital Media, you will be leading a team of academic staff in the successful delivery and development of a high-quality, learner-centred provision in the Creative Digital Media subject area. This post carries a teaching commitment and you will be a member of the Faculty Management Team (FMT) and the College's Middle Management Team (MMT).

KEY TASKS/DUTIES

As post-holder, you will be responsible to the Head of Faculty for the following:

- Effectively managing the delivery, co-ordination and development of a portfolio of courses that enable learners to succeed and progress;
- Managing the marketing of provisions and IAG for students within the subject area, ensuring that learners are effectively recruited to courses that best meet their ability and aspirations;
- Leading, motivating and developing a team of staff who can deliver outstanding teaching, learning and assessment;
- Ensuring that Quality Assurance and improvement mechanisms are effectively implemented, robustly monitored and result in high academic standards and student outcomes;
- Working collaboratively with Cross College Teams to ensure wider skills, including Maths and English, are effectively developed in students and embedded within curriculum delivery;
- Working with staff and cross college teams to ensure the successful delivery of Work Experience and Industry Placement for student groups.
- Ensuring that College protocols and awarding body requirements for assessment and internal verification are complied with and support high-levels of student progress;
- Delivering high-quality teaching, learning and assessment on a range of programmes;

JOB DESCRIPTION

- Working within a delegated budget and achieving set recruitment and income targets.

GENERIC KEY TASKS/DUTIES

The generic duties and responsibilities of a Subject Area Manager are as follows:

- Devising, coordinating and monitoring timetables within the Subject Area;
- Assisting in the selection process and appointment of staff to the Subject Area;
- Managing staff absence, ensuring that measures are taken to cover lessons and minimise the impact on the learning experience for students;
- Line managing a team of staff, ensuring performance is regularly reviewed in line with College performance management and appraisal protocols;
- Monitoring and supporting the development of teaching, learning and assessment to include the implementation of observation action plans for staff observed in the Subject Area;
- Ensuring courses and programmes are regularly reviewed to ensure that they meet industry standards and expectations, making refinements where necessary;
- Ensuring the progress of students is monitored, developed and reported as per the College's protocols;
- Overseeing the implementation of an effective parental involvement strategy for students under the age of 18;
- Ensuring effective representation and engagement at College marketing and recruitment events from the Subject Area Team;
- Regularly reviewing key student performance data and ensuring interventions are proactive and timely;
- Ensuring the College policy for target setting and pastoral care of all students within the Subject Area is implemented;
- Ensuring that attendance and standards of student behaviour are high;
- Ensuring IAG for prospective and existing students is effective and leads to positive destination outcomes;
- Ensuring College policies and procedures are adhered to by all staff within Subject Area;

JOB DESCRIPTION

- Fully participating in the self-assessment process, ensuring that reports are accurate, objective and identify key quality improvement actions;
- Representing on internal and external committees as and when required;
- Providing first line responsibility for health and safety issues on behalf of the Subject Area Team;
- Teaching on appropriate courses;
- Complying with Information Security requirements, in line with Weston College policy.
- Managing all resources effectively and efficiently, including space, materials and staffing within the Subject Area;
- Undertaking any other duties as may be required by the Principal to reflect changes and developments, commensurate with the grade of the post.

TARGETS

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be monitored and updated on a termly basis.

The following is a list of areas for which targets will be set. Whilst this list covers key areas, it is not exclusive and is likely to change in line with external and internal strategies:

- Learner satisfaction;
- Employer satisfaction;
- Success, retention and achievement;
- Progress and value added;
- Student progression;
- External activity to be graded good or outstanding;
- Teaching and learning observation profile;
- Resource utilisation;
- Student recruitment.



JOB DESCRIPTION

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with the organisation on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to the organisation's Health and Safety policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the organisation's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Scale, Points 0-4: £34,298.00 to £38,791.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum (43 days), inclusive of statutory bank holidays.

The Weston College Group reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Degree (or equivalent), which is appropriate to the work.	✓	
Relevant successful teaching experience in an education setting.	✓	
Understanding and recent experience of the Subject Area.		✓
Teaching Qualification.	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate and/or relevant professional experience.		✓
Good understanding of Ofsted, QAA and awarding body guidance and regulations.		✓
Ability to manage workload and complete tasks in a timely manner.	✓	
Knowledge and use of software to monitor student information and performance.	✓	
Understanding of Management Information Systems and their application.	✓	
Excellent management or willingness to develop management skills and ability to lead and motivate a team effectively.	✓	
Setting and achieving high standards for self, teams and students.	✓	
Sound working knowledge of budgeting procedures/management.		✓
Thorough understanding of funding and strategic planning methodologies.		✓