

JOB DESCRIPTION

Post: Head of Business, Professional Studies and Science

Hours: 36 per week

Responsible to: Assistant Principal

Summary of post: To be responsible for leading and managing a curriculum department and to promote very high standards in a positive and supportive culture that aspires to be outstanding.

Specific Duties:

As a Leader of Learning

1. Establish high expectations of staff, learners and apprentices leading to high standards of behaviours, attitudes, and promotes equality, diversity and inclusivity.
2. To ensure learners and apprentices are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with College Policies and Procedures.
3. To ensure learners and apprentices receive their learner entitlement to engage with a wider learner experience that allows opportunity for personal, spiritual, moral, social and cultural development to prepare them for next steps of work and life, and have access to the relevant learner support required.
4. Maintain strong links with stakeholders and update professional skills and understanding with industry to continue departmental improvements and the development of others.
5. To lead a group of Programme Leaders to ensure there is a well-designed and purposeful inclusive curriculum offering in all pathways that provides opportunity for all learners and apprentices to move onto successful careers and contribute to their community.
6. To lead on the development and embedding of Mathematics and English within the curriculum area.

As a Leaders of Resources

7. Achieve financial targets in line with Curriculum Areas' and strategic objectives. Growing income where possible by identifying and realising commercial opportunities and seeking to secure funding bids for course developments. To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role
8. To effectively plan challenging targets and manage a delegated curriculum budget to maximise the benefits to the learner experience.

9. To ensure delivery and completion of the annual planning, development and review process throughout the Curriculum Areas
10. To ensure high quality resources and facilities are maintained and safe working practices are adhered to in training and work.
11. To ensure learner data in the college management information systems are accurate and meet compliance requirements.

As a Leader of People

12. To ensure the quality framework of teaching, learning and assessment meets awarding body standards and is carried out, and staff receive effective feedback to improve their practice.
13. To be responsible for the curriculum area self-assessment cycle to evaluate the quality of provision with participation from stakeholders (including awarding bodies, employers and learners and apprentices) to construct focused improvement plans for the department.
14. To ensure staff have the support and development to excel in their roles through regular performance appraisals and the opportunity to engage in well-being support.
15. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
16. To look after and support the Emotional Health and Wellbeing of staff.
17. To line manage Deputy Heads of Curriculum, Programme Leaders, Teachers and relevant support staff, and at times deputise for the Assistant Principal.

Teaching Responsibilities:

1. To fulfil the role of the lecturer/ trainer/ assessor
2. To act as a Programme Leader where required

Please refer to the Job Description of the Programme Leader and Lecturer for specific duties.

General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To train as a Coach through the College Professional Development offering and to use and champion coaching as an approach with your team and more broadly.
3. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality and diversity.
4. To comply with College policies and guidelines in respect to health & safety, and data protection.

5. To demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
6. To undertake continual CPD to support the College culture of continuous improvement and to keep up to date with the skills required to fulfil the role.
7. To be an integral part of the College's curriculum and quality assurance systems.
8. To meet minimum relevant occupational standards.
9. To keep up to date with the skills required to fulfil the role.
10. To undertake any other duties commensurate with the role as may be reasonably requested.
11. To take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
12. To work across any College campus in order to undertake duties consistent with the post.

Specific Duties Related to the International Language School Head Only

- To lead on the preparation for, and during, the British Council inspection
- To establish and maintain links with overseas agents, to develop our international recruitment network
- To lead on the development of marketing strategies, and creation of relevant marketing materials in conjunction with the College marketing team
- To represent the College at regional and national membership body meetings and events (English UK / English UK London / AoC)
- To explore commercial partnerships, to diversify income streams and extend the reputation of the College
- To oversee the successful running of the Test Centre

Please note:

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Head of Business, Professional Studies and Science

PERSON SPECIFICATION A = Application Form C = Certificate I = Interview P = Practical Assessment R = References T = Test		Essential or Desirable (E or D)	Method of Assessment
Skills			
1.	Good management skills with the ability to lead and motivate a team of staff, delegating effectively and developing positive working relationships with individuals at all levels	E	A,I
2.	Good resource management skills with the ability to effectively manage budgets, the safe working of facilities, planning of timetables and the learner journey.	E	A,I
3.	Well-developed communication, internal & external liaison and networking skills.	E	A,I
4.	Competent in IT with excellent administrative and organisational skills	E	A,I
5.	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	E	A,I
6.	A strong sense of purpose and the drive to achieve agreed goals and deliver learner success.	E	A,I
7.	Good analytical and report writing skills	E	A,I, P
Experience			
8.	At least 2 years of successful programme leading, deputy head of curriculum (or equivalent)	E	A,I
9.	Proven track record of setting and achieving challenging improvement targets	E	A,I
10.	In depth knowledge of the key themes and importance of Equality & Diversity, Safeguarding, Prevent and British Values.	E	A,I
11.	Sound knowledge and understanding of the funding methodology and qualification frameworks	E	A,I
12.	Experience of identifying and securing commercial opportunities to enhance curriculum content.	D	A,I

Education			
13.	Level of Maths & English Qualifications relevant to the post (Level 2 minimum)	E	A,C
14.	A relevant first degree and/or professional qualification in a relevant subject area.	E	A,C
15.	A full teaching qualification.	E	A,C
16.	Evidence of continuous professional development	E	A,C
17.	A full management qualification.	D	A,C
18.	A lead verifier qualification.	E	A,C

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application.

Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Whilst applicants may submit a CV in support of their application please note that the College application form itself must be completed in full.

Closing date: Sunday 3rd July 2022