

## Head of Department

**Job title:** Head of Department (Horizons and Specialist Provision)

**Reports to:**

**Responsible for:** Curriculum Managers & Curriculum Team

**Grade:** M - N

### **Purpose;**

The Head of Horizon at Barking and Dagenham College is responsible for leading and managing the Horizon Programs with excellence, focusing on high needs provision. This includes overseeing the quality of teaching, growth, learning, and support for learners with complex needs and Business planning. The role involves strategic planning, curriculum development, staff management, and budget oversight to ensure the successful delivery of the program.

Working closely with the Director, the HoD will focus on the strategic growth, operational development and continuous improvement of designated department(s), adopting an agile approach to ensure the curriculum reflects trends, LMI, industry reforms, LA and various Stakeholder needs etc.

The HoD will liaise with relevant external partners to ensure the department maximises opportunities.

The Head of Department role carries a teaching commitment of 8 hours per week.

# Main duties and responsibilities

## Main Responsibilities

Actively contribute to, implement and monitor achievement towards the college's strategic deliverables and the ambition to become an outstanding provider across all areas.

Develop and implement the strategic vision for the Horizon SEND Program, emphasizing high needs provision.

Lead on embedding frameworks, the SEND code of practice and processes relating to High Needs and support for students with SEND.

Plan, lead and have strategic and operational development responsibility for designated department(s), taking into consideration Sector trends, labour market information and employer partnerships and Local Authorities needs/business plans.

Proactively manage curriculum changes in order to meet local and national needs, fostering positive relationships across the Borough, within the immediate local community and with wider external partners.

Oversee the design and delivery of a curriculum tailored to learners with complex needs.

Be responsible for the strategic leadership of learner recruitment, the total learner experience, successful achievement of outcomes and progression of learners in designated department(s).

Oversee the monitoring of departmental targets for learner and course success measures to ensure that strategic targets are met, leading to continuous improvement.

Develop and oversee individualized support plans for learners with high and complex needs.

Coordinate with external agencies and specialists to provide holistic support.

Ensure compliance with EHCP (Education, Health, and Care Plans) and other relevant legislation.

Systematically and strategically review, monitor and develop the learner journey to ensure high quality and the delivery of an outstanding learner experience for all learners in the department(s).

Ensure that support strategies and resources Ensure that support Strategies and resources meet the needs of students well and that support is innovative and responsive to emerging trends and needs.

Lead on developing a robust approach to supporting students with additional needs through the College's recruitment process including providing parents & carers with good advice and support relating to transition to college, whilst on program and on leaving College.

Lead on relevant data analysis at departmental level to bring about improvements. Providing regular management information to relevant parties, including reporting on the outcomes for all High Needs students by producing QIP and SAR

Work with Quality team and be part of the cross-college Observation cycle, MAP and CPR meetings.

Promote a culture of continuous improvement and work collaboratively with curriculum and business support departments and external partners to embed quality assurance systems consistent with college quality standards and provide a high-quality learner experience.

Oversee admissions, progression, and retention strategies for high needs students.

Represent the Horizon Program at internal and external events and meetings.

To be responsible for the development and implementation of relevant college policies and procedures to support an outstanding education provision and to ensure the college complies with relevant legal and High Needs requirements.

Promote and develop excellence in teaching, learning and assessment, tutorial, and, innovation to raise performance leading to outstanding outcomes.

Seek out opportunities for partnerships and collaborations to enhance program offerings.

Lead on effective CEIAG practices within the department, working closely with the marketing, CEIAG, WEX lead and recruitment team, ensuring that students are appropriately placed and progressed to their intended destinations.

Work closely with the Director and business support teams to develop and implement continual professional development and mandatory programmes

Engage with and optimise the use of systems to track and monitor performance leading to timely intervention.

# Main duties and responsibilities

## Main Responsibilities

Oversee staff time tabling, course file reviews and local budget management within and for department(s) within areas of responsibility.

Plan, lead and manage the effective deployment of resource requirements across the departmental areas within area of responsibility, including financial, human and physical resources.

Develop and maintain high levels of personal skills and professionalism, using feedback from assessment and continuous development reflected in a CPD log.

Be committed to safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Assist as required during college events, examination and enrolment periods.

Ensure the smooth day-to-day operation of the Horizon Program.

Implement and maintain effective administrative systems.

Monitor and report on key performance indicators (KPIs) related to program success.

To work with the Director to contribute to the strategic direction and development of ALS, Supported Internship & SEND support.

Writing and producing reports as per the Director/SLT request

Promote and develop excellence in teaching,

learning and assessment, tutorial, and, innovation to raise performance leading to outstanding outcomes.

Ensure that support strategies and resources meet the needs of students well and that support is innovative and responsive to emerging trends and needs.

Lead on developing a robust approach to supporting students with additional needs through the College's recruitment process including providing parents & carers with good advice and support relating to transition to college, whilst on program and on leaving College.

Lead on relevant data analysis at departmental level to bring about improvements. Providing regular management information to relevant parties, including reporting on the outcomes for all High Needs students by producing QIP and SAR

Work with Quality team and be part of the cross-college Observation cycle, MAP and CPR meetings.

Promote a culture of continuous improvement and work collaboratively with curriculum and business support departments and external partners to embed quality assurance systems consistent with college quality standards and provide a high-quality learner experience.

Oversee admissions, progression, and retention strategies for high needs students.

Represent the Horizon Program at internal and external events and meetings.

Monitor and evaluate program effectiveness, implementing necessary improvements.

Oversee Annual Reviews, Provision mapping and all associated functions and processes

Provide cover for absent staff; and record and monitor all absences.

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with the grade and general level of responsibility, at main place of work or at any other establishment for which the College provides services.

# Personal Specification

<b>Post Title: Head of Department (Horizons and Specialist Provision)</b>	<b>We will assess your match to the criteria from:</b>		
<b>Key: E – Essential D – Desirable</b>	<b>Appl. Form</b>	<b>Tests</b>	<b>Interviews</b>

## 1. Education / Training

Degree or equivalent qualification (E)	Y		
Cert Ed/PGCE/ Specialist Qual or relevant teaching/training qualification (E)	Y		
Leadership and management qualification (D)	Y		
Level 3 Literacy and Numeracy (E)	Y		
Continuing Professional Development (CPD) requirement to fulfil at least 30 hours CPD each year (pro rata for part time staff) (E)	Y		

## 2. Experience

Experience of providing inspirational leadership and management to High Needs teams, resulting in enhanced teaching, learning and assessment practices, growth and organisational change.	Y	Y	Y
Demonstrable experience of leading and developing teaching, learning and assessment provision in accordance with quality assurance frameworks (E)	Y	Y	Y
Experience of developing innovative approaches or programmes to meet changing trends and industry requirements (E)	Y	Y	Y
Experience of budget and resource management	Y	Y	Y
Experience of self-assessment processes, writing reports and development plans (E)	Y	Y	Y
Experience of working to the Common Inspection Framework (E)	Y	Y	Y
Experience of liaising with awarding bodies and Local Authorities (E)	Y	Y	Y
Evidence of analysing, sharing and reporting data, as well as using data to inform decisions (E)	Y	Y	Y
Experience of conducting lesson observations and providing developmental feedback (E)	Y	Y	Y
Experience of working in relevant industry/Specialist provision (D)	Y	Y	Y

Post Title: Head of Department (Horizons and Specialist Provision)	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
<b>3. Skills and Knowledge</b>			
Ability to inspire colleagues and peers to senior management level (E)			Y
Ability to identify, interpret and apply relevant knowledge and information (E)		Y	Y
An understanding of awarding body internal verification and external verification requirements (E)	Y	Y	Y
Ability to analyse trend data and labour market information, and make useful recommendations to inform curriculum offer (E)		Y	Y
Ability to plan and prioritise various demands (E)	Y	Y	Y
Knowledge of changing sector requirements, Local Authority and community needs, and national and global trends, and the ability to interpret these into curriculum plans (E)	Y	Y	Y
<b>4. Personal Qualities</b>			
Excellent communication skills (oral and written) including listening and questioning skills etc. (E)		Y	Y
Articulate speaker with the ability to present information to varied audiences		Y	Y
Tech-savvy with the ability to use technological tools and systems to enhance delivery of learning and general practice (E)	Y	Y	Y
Ability to work independently and as part of a team, as well as build positive relationships and develop effective partnerships and networks (E)	Y	Y	Y
Good commercial acumen and business planning skills (E)		Y	Y
<b>5. Safeguarding Children and Vulnerable Adults</b>			
Understanding of Safeguarding Legislation and it's application within the educational sector (E)	Y		Y
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults (E)	Y		Y
<b>6. Equality and Diversity</b>			
An understanding of and commitment to all aspects of equality and diversity. (E)	Y		Y



# How to apply:

## For internal candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

## For external candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



[www.bdc.ac.uk](http://www.bdc.ac.uk)