

JOB DESCRIPTION

Post:	Head of Faculty
Responsible to:	Senior Management Team
Responsible for:	Staff in Faculty
Pay Band:	14

General

In order that the best performance and outcomes can be achieved by students and by the college, all college managers will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams for whom they have responsibility. All college managers are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college.

Job Purpose

To provide strategic direction and overall leadership to the Faculty and to develop staff and students through ensuring that provision and curriculum on offer are relevant to meet demands of employers and the wider community and are of the highest possible quality.

Specific Duties

1. support and secure the commitment of others to the vision, ethos, direction and policies of the College and the faculty and promote high levels of achievement;
2. support the creation and implementation of the College strategic plan, especially as it relates to the faculty;
3. support all faculty staff in achieving the priorities and targets of the College
4. support the evaluation of the effectiveness of the College's policies and developments and analyse their impact on the faculty;
5. ensure that all relevant stakeholders are well informed about the curriculum, targets, students' progress and attainment across the faculty;

Devise and carry through plans for course provision, student numbers, curriculum, quality and personnel.

6. work with College managers and staff teams, including hourly paid lecturers to set objectives for the faculty;
7. lead in the planning and overseeing of developments in the faculty's curriculum, including the design of new courses and accreditation according to the needs of the community, industry and commerce;
8. work with others to ensure the accuracy and reliability of College information;
9. support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity and Safeguarding;

Ensure that the curriculum, the promotion of learning and student achievement are all of high quality.

10. agree targets for quality improvement and the means by which they may be achieved;
11. ensure that there is a consistently high standard of teaching, learning and assessment across the faculty;
12. lead and manage the promotion of quality within teaching and learning through lesson observations and subsequent training and development opportunities;
13. create subject networks to support teaching and learning;
14. lead on and manage the integration of self-assessment across the faculty curriculum areas and contribute to the process on a college-wide basis;
15. ensure that the College systems of quality assurance are being used effectively;
16. actively support and promote the college e learning and Digital Learning strategy;
17. support staff and learners in recognising and developing their learning and critical thinking skills;
18. embrace the full potential of learning technologies in order to ensure that all staff and learners have access to a diverse range of learning resources and experiences;
19. ensure professional development to remain at the forefront in thinking, debate and practice in learning pedagogies.

Manage staff in the achievement of College and Faculty objectives.

20. advise on the appointment of college staff;
21. ensure that staff within faculty are supported to continually enhance their performance;
22. allocate fair and effective workloads to staff and support and monitor their performance;
23. ensure both permanent and hourly paid staff are appraised annually and that their training and development needs are considered and met;
24. ensure that staff contribute effectively to programmes of quality assurance and improvement in the college;
25. ensure that staff work in accordance with good health and safety practices;
26. ensure that staff work in accordance with college policies on equality and diversity and safeguarding.

Manage resources in the achievement of faculty objectives.

27. manage budgets, including those for hourly paid staff, equipment and materials;
28. assist in preparing a plan and making proposals for the purchase of capital items;
29. ensure that College financial regulations and procedures are followed;
30. ensure that health and safety procedures are established and followed;
31. take responsibility for the management of areas of the college estate and accommodation where appropriate;
32. teach and supervise students;
33. teach on courses within or outside the faculty to an agreed teaching load;
34. undertake the related curriculum development and evaluation, student assessment, record keeping, liaison with tutors, etc;
35. oversee the guidance, selection, admission, induction, welfare and conduct of students, and the related formal student procedures in conjunction with others.

General Duties

1. Contribute to the overall smooth running and well-being of the College.
2. Participate in a programme of professional development, including up-dating.
3. Adhere to health and safety policies and procedures in force within the College.
4. Abide by College policies in relation to dealings with staff and students, e.g. communications, equality and diversity, and employment policies.
5. Assist students according to need, when appropriate.
6. Take a lead in implementing the College's Policy for Equality and Diversity and, in particular, to promote race and disability equality in line with the Action Plans and our legal duties.

As a term of your employment you may be required to undertake such other duties as may be reasonably required of you, commensurate with your grade, at any of the College sites.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	has a relevant degree, HND, professional or equivalent qualification;	Application form; qualification certificates
2	has a teaching qualification;	Application form; qualification certificates
3	has experience of how to build and effectively lead teams to deliver excellence and be outstanding;	Application form; interview
4	has the potential to or experience of deploying and supporting staff in meeting the aims and objectives of the faculty and College;	Application form; interview
5	has the skills and credibility to work closely with employers, college partnerships including subcontractors and community bodies;	Application form; interview
6	is up to date with educational development within faculty specialisms and can lead on and implement change where required;	Application form; interview
7	can demonstrate they are an outstanding teacher of students of all levels of ability;	Application form; interview
8	has a absolute commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance;	Application form; interview
9	is numerate and able to plan and manage resources effectively and ensure value for money;	Application form; interview
10	has a high level of interpersonal skills and is able to communicate effectively both orally and in writing;	Application form; interview
11	has the experience to build and effectively lead teams to deliver excellence and be outstanding;	Application form; interview
12	is able to manage their own time, work under pressure and meet demanding timescales to ensure the effective management of the area;	Application form; interview
13	Can demonstrate a knowledge and understanding of Safeguarding Protection issues relevant to the post;	Application form; interview
14	has a commitment to the promotion of equal opportunities and inclusion within all aspects of the Programme Area;	Application form; interview

15	has undertaken a recent programme of personal development and can demonstrate impact on self and/or teams;	Application form; interview
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It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	has relevant experience in employment outside education	Application form

CONDITIONS OF SERVICE

Salary:	Pay band 14
Payment:	Monthly payments direct to bank via BACS
Hours:	A minimum 37 hours per week all year round
Holidays:	37 days per annum plus Bank Holidays, to be taken, where possible, outside of College term times
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically admitted to the to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.