

JOB DESCRIPTION

JOB TITLE:	Head of English
NORMAL LOCATION:	Bedford
SCALE & SALARY RANGE:	£ 38 760-49,980
HOURS OF WORK:	37 hours per week / full year basis
RESPONSIBLE TO:	Director of Progression Pathways
RESPONSIBLE FOR:	English: GCSE and Functional skills

OVERALL PURPOSE OF JOB

- To lead the management of all aspects of the operation and development of the Department working within the College's management framework to deliver high quality learning programmes with high levels of student success and an unbeatable student experience
- To proactively contribute to achieving the College's Strategic Plan

DUTIES AND RESPONSIBILITIES

Leadership and Management

Teaching, Learning and Assessment:

- To have a continuous drive to outstanding for English provision across college and ensure year on year improvements in the quality of English provision and associated learning experience.
- To ensure innovative Teaching, Learning and Assessment (TLA) practices are in place which will improve outcomes across the college, in line with the College Strategic Plan and Policies and the quality of teaching, learning and assessment practices across college
- Monitor syllabuses and schemes of work to ensure they are in place, appropriate and up-to-date.
- To carry out developmental observations which will lead to improvements in teaching learning and assessment.
- To develop peer observation and coaching scheme for existing staff and lead in the use of developmental observations as a means of continuous improvement.

- To lead on training and development sessions with a focus on raising the quality of teaching, learning and assessment for English across the whole college.
- To work with Advanced Practitioners and teaching staff to ensure the continuous professional development of all teaching and support staff within the Department.

People and budget management:

- To lead the recruitment and selection of new staff to ensure that new staff are effectively inducted and introduced to the area.
- To ensure College people management policies (eg probation, objectives, development reviews, performance management) are implemented consistently and effectively.
- To organise the Department's timetabling and teaching cover to ensure effective utilisation of resources including monitoring and checking efficient use of all staffing and rooms, monitoring and updating timetable information.
- To monitor the Department's staffing budget and ensure services are delivered effectively within budget.
- To propose developments to the staffing within the Department including:
 - defining new/revised teaching roles when vacancies arise
 - proposing innovative staffing approaches to curriculum delivery
 - Identify and implement productivity improvements
- To manage the supplies and services budget for the Department to ensure that this remains within budget and contributes to the achievement of the budgeted contribution factor for the Directorate.

Curriculum Quality and Outstanding Student Outcomes

- Develop English within the context of College's policy and strategic plans, to meet the needs of learners, employers and the community partner schools.
- To ensure that the English aspect of the Study Programme Framework is prioritised and accurately monitored, recorded and reported upon.
- Carry out curriculum planning; monitoring of enrolment, progression and learner performance targets.
- Ensure that all courses operate within the requirements of curriculum assessment and examination regulations and in accordance with College policies.
- To complete timetabling across the college for English ensuring the most effective and efficient delivery models are in place in liaison with curriculum HoDs in relation to planning, timetabling and staffing of English courses

- Ensure that all English learners are correctly enrolled to the right programmes to maximise all funding opportunities.
- To be responsible for ensuring that effective and comprehensive tracking processes are in place, including the tracking of learner achievements, individual teacher achievement rates and providing early identification of any learners who are at risk of non-completion, under-achievement or failure; in order to ensure that the teaching team put timely, comprehensive and effective remedial actions into place.
- To ensure that student success rates and value added are maximised, are above national rates and contribute positively to performance tables
- To ensure that all members of staff are fully compliant in relation to Markbook or/and internal trackers, Pro-monitor and all other learner records.
- To take overall responsibility for assessment, verification and implementation of both the College and awarding organisation standards for courses in the Department and that course teams are satisfactorily prepared for all External IQA.
- To ensure that effective retention and achievement strategies are in place across all English provision.
- To work alongside the Head of Quality to implement improvement plans in line with the overall English strategy and to provide robust data to the quality to support the termly Progress Monitoring Reviews
- To ensure that the experience of the Learner Voice is listened to, and acted upon in order to drive up overall standards and performance.
- Prepare in-year position statements and other required quality documentation.
- Provide the Director of PPW with comprehensive reports pertaining to outcomes for learners.
- To complete SAR in a timely and accurate fashion, and provide effective in-year monitoring of the associated QIP, in order to ensure sustainable and continuous improvements.

Finance and Resources

- Recommend capital items for purchase, as appropriate and assist the Director of Progression Pathways in preparing annual Capital Bids.

General and College Responsibilities

- In liaison with the Principal, Vice Principals, Directors and Heads of Department, effectively represent the interests of the College in all matters relevant to the duties of the role.

- In accordance with the College's risk policy, identify and record material risks for Curriculum areas. Ensure safeguards/controls are in place to mitigate the risks to an acceptable level.
- Participate as required in College-wide activities such as marketing activities and staff and student events.
- Undertake such additional duties or projects as the Principal, Vice Principals, Directors may determine from time to time, after consultation with the post holder.

Statutory duties:

Safeguarding

- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

Equality and Diversity:

- To be responsible for promoting equality and diversity in line with College procedures.

Health and Safety:

- To be responsible for following health and safety requirements in line with College policy and procedures.

Training and development:

- To participate proactively in training and development including qualification development required in the job role.

PERSON SPECIFICATION: Head of English

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree and/or level 5 qualification in English • Certificate in Education/PGCE or equivalent • GSCE Maths and English (grades A– C) or equivalent 	<ul style="list-style-type: none"> • L5 Management qualification or willingness to undertake. • L5 or equivalent Diploma in Mentoring • Safeguarding Training • Equality and diversity training • ITQ Level 2
Experience and Knowledge	<ul style="list-style-type: none"> • Substantial experience in teaching English • Recent experience of teaching and assessing GCSE English courses • Significant track record in consistent delivery of outstanding achievement in English. • Knowledge of current issues and current and future developments in relation to English specifically in FE and in general. • Successful and current relevant teaching experience within a Further Education environment. • Experience of successful curriculum development. 	<ul style="list-style-type: none"> • Experience of curriculum management within Further Education or School environment. • Experience of working with external partners and stakeholders. • Experience of developing and implementing multimedia approaches to learning • Experience of mentoring teaching staff • Experience of working effectively in

	<ul style="list-style-type: none"> • A demonstrable ability to improve the quality of standards of teaching and learning within educational setting. • A demonstrable ability to coach and mentor staff on a wide range of curriculum related issues. • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role • Demonstrable knowledge of the Ofsted agenda and how this specifically applies to English • Current knowledge and understanding of the Safeguarding Agenda and the willingness to increase knowledge. 	<p>a customer focused environment</p>
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to demonstrate the effective use of data to inform planning and drive up standards. • Ability to demonstrate excellent organisational skills and work effectively to deadlines • Ability to work in line with our Values of <ul style="list-style-type: none"> • Student Focus • High Performance 	<ul style="list-style-type: none"> • Ability to use Moodle or similar confidently • Ability to effectively use a range of management information systems, such as Promonitor, Proachieve and Core App to improve overall tracking of learners and their achievements.

	<ul style="list-style-type: none"> • Respect, Openness, Honesty • and explain how this relates to the job role • Ability to achieve positive working relationships with staff cross-College and motivate a team. • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to demonstrate strong interpersonal and influencing skills at all levels • Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times • Ability to communicate effectively and confidently face to face, on the telephone and in writing • Ability to use Microsoft Office software confidently • Ability to make accurate and robust assessments of quality of teaching, learning and assessment. 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Commitment to educational values. • Ability to work flexibly to meet changing needs. 	

	<ul style="list-style-type: none">• Ability to work effectively as a team member and lead by example.• High level of personal integrity and confidentiality.• Ability to demonstrate commitment to own continuing professional development• Relentless desire to improve.• Awareness of health and safety requirements relevant to the job• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns• Ability to form and maintain appropriate relationships and personal boundaries with children and young people and vulnerable adults• Willingness to work at all locations where Bedford College provide a service• Current driving licence and access to a vehicle	
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