**School of iSTEM**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE:**  | Assistant Head of School iSTEM |
|  |
| **SALARY:**  | Job Family Group 2, up to SCP 40 (£43,327) per annum pro rata. Depending on qualifications and experience |
|  |
| **CONTRACT TYPE:** | Academic/Permanent |
|  |  |
| **HOURS:** | Full-time, 37 hours per week |
| **REPORTING TO:**  | Head of School Construction & the Built Environment & iSTEM |
|  |  |
| **RESPONSIBLE FOR:**  | Ensuring the effective leadership of Science, Engineering, Advanced Manufacturing and Automotive Technologies curriculum areas. |
|  |  |
| **CLOSING DATE:** | Friday 27th January 2023 at 5pm  |
|  |  |
| **INTERVIEW DATE:** | TBC |

**If you have not been contacted within 14 days of the closing date of the position, you should assume that, unfortunately, on this occasion your application has been unsuccessful.**

The information given below is intended to provide an outline of the responsibilities of the job and its role within Preston College. The job description outlines the main duties in general and is not intended to be exhaustive. The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

This post will contribute to the effective leadership of an important curriculum and school. Being highly responsive to sector demand, whilst delivering effective curriculum in-line with the college mission, the post holder will work with the Head of School and Curriculum Leaders in ensuring that current and prospective learners, employer partners and other stakeholders always receive a high-quality experience when engaging with the college. Effective leadership skills are essential, with the post holder having an important role to play in leading a positive, proactive and learner-centered culture across all areas of curriculum.

**Key Responsibilities**

* Lead and coordinate the delivery of the curriculum, ensuring the staffing resource is allocated and effectively planned and the educational delivery is of high quality.
* Ensure that learning is effectively planned and monitor the quality of schemes of learning, assessment plans and assessment schedules, working in close collaboration with curriculum leaders, delivery and support staff.
* Ensure that the college quality arrangements are consistently applied across the curriculum and that quality assurance processes are maintained as a high priority.
* Coordinate and lead the Internal Quality Audit process at programme level and ensure that high standards are promoted, and successful outcomes are achieved in External Quality Audit.
* Lead the monitoring of learner progress against target and ensure that college systems, processes and learner records are used effectively in promoting a culture of excellence, high achievement and positive value-added. This includes the coordination of Markbook and OneFile, the accuracy of learner reports and the effective management of learner registrations and claims.
* Lead a culture of high expectation, ensuring that all programme and support staff accept accountability for delivery against agreed performance indicators relating to learner achievement, value-added, attendance and punctuality.
* Work with colleagues from across the college in delivering against the college values and behaviours, improving standards, sharing best practice, and promoting innovation in curriculum planning, design, and delivery.
* Lead by example in the design and delivery of high-quality teaching, learning and assessment and evidence a willingness to share and promote best practice across the school.

**In support of the Head of School**

* To deputise for the Head of School in relation to all School matters as required.
* Lead and implement the effective planning and timetabling of curriculum to promote a positive learner experience at every stage of the learner journey.
* To undertake the effective line management of agreed school staff.
* Maintain high standards and expectations across the school in relation to staff and learner performance in-line with the agreed college values and behaviours.
* Ensure excellence at every stage of the learner journey to include effective marketing and promotion, CEIAG, delivery, assessment, and progression.
* Actively contribute to the School Business Plan and Self-Assessment Report with a view to promoting excellence in curriculum resourcing, development and delivery.
* Ensure that the curriculum content and design reflect sector skills requirements and employer and learner need.
* Contribute to a dynamic and responsive curriculum offer, ensuring that the school achieves agreed targets in relation to learner recruitment and income.
* Ensure high quality communication across the school in ensuring that staff feel informed, empowered and recognised.
* Work effectively with internal and external stakeholders to support curriculum growth, innovation and a high-quality learner experience.
* Engage positively with learners in receiving feedback which positively supports improved provision, ensuring that all stakeholders understand actions that are taken as a direct result of feedback.

**EQUALITY AND DIVERSITY STATEMENT**

The College recognises its responsibility to ensure that all students and staff are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the person specification and applicants should bear this in mind when preparing their applications and completing the application form.

#### The postholder will be expected to adhere to College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff to share this commitment. All Preston College staff are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure for regulated activity through the Disclosure and Barring Service at a cost to themselves. At present this fee is £38.00 and payment will normally be deducted from your first month’s pay. Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

**VALUES & BEHAVIOURS**

**Committed to Learning:**

* We are dedicated to our teaching, learning and support, responding to customer needs.
* We continually pursue excellence in everything we do.
* We are open to change, new ideas and we share information and knowledge.

**Respect & Consideration:**

* We treat each other, our college and our community with respect and consideration.
* We value the achievements of every person in the college.
* We work together as one college, whilst recognising individual contribution

**Customer Focused:**

* We are all representatives of the college and will act in a way that best represents our values and behaviours.
* We demonstrate consistently strong performance.
* We seek what is best for the college and the people it serves.

**Integrity & Honesty:**

* We challenge anything that is inconsistent with our values.
* We are accountable for our actions.
* We act honestly, ethically, and legally in all that we do.

**Make it Enjoyable:**

* We encourage a positive and supportive environment.
* We make time to help others.
* We care about the success of the college.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Method of Assessment** |
| **Qualifications** |  |  |
| Minimum of Level 2 English Functional Skills, or English Language GCSE at Grade C or Grade 4  | E | A  |
| Minimum of Level 2 Mathematics Functional Skills, or Mathematics GCSE at Grade C or Grade 4  | E | A |
| Level 4 qualification or related Industry experience in a relevant subject area  | E | A |
| Certificate of Education / Post Graduate Certificate of Education or equivalent | E | A |
| Assessors Award / Internal Verification Award or a willingness to achieve in the first six months of appointment | E | A |
| **experience** |  |  |
| Evidence of Continued Professional Development (CPD) | E | A |
| Previous experience of leading curriculum delivery within a Further Education & Higher Education Environment  | E | I |
| Experience of curriculum development and quality management in a related curriculum area. | E | A/I |
| **Knowledge, Skills and Abilities** |  |  |
| Up-to-date knowledge of current initiatives relating to the School curriculum | E | A |
| Ability to effectively use software to track and monitor learners progress and produce relevant reports | E | A |
| Ability to effectively liaise with internal and external stakeholders | E | A/I |
| Strong and effective oral and written communication skills | E | A |
| Strong organisational and planning skills | E | A/I |
| Ability to establish good working relationships with colleagues and learners | E | A |
| Ability to motivate and inspire a culture of high achievement | E | A |
| Ability to lead and provide a commitment to providing a quality service and to promote and deliver continuous quality improvement  | E | A/I |
| **CORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected values and behaviours associated with working at Preston College | E | A |
| A commitment to safeguarding, equality and diversity and health and safety at Preston College | E | I |
| **OTHER REQUIREMENTS** |  |  |
| Willingness and ability to work at any site or location given reasonable notice | E | A |
| Willingness and ability to work flexibly throughout the week, to include evenings and weekends as required. | E | A |

Key: An Application Form         I     Interview T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages to comply with the College’s Recruitment Procedure for Employees and Casual Workers.