

JOB DESCRIPTION

Post: Head of (Curriculum Department)

Hours: 37 per week

Responsible to: Assistant Principal Curriculum

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

Main Tasks and Responsibilities

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 development to prepare them for their next steps of work and life.
4. Maintain strong leadership links with stakeholders to ensure the department remains industry relevant.
5. To ensure that staff actively embrace and engage in professional development to enable the department to flourish.
6. To lead the Deputy Head role to drive quality improvements in teaching, learning and assessment to be innovative and aspirational when planning the curriculum.
7. To ensure that all pathways provide opportunity for all learners and apprentices to move onto successful careers and contribute to the community.
8. To take overall leadership for the progress and development of Mathematics and English within the curriculum area.

As a Leaders of Resources

9. Achieve financial targets in line with the department budget and strategic objectives.

10. To grow income where possible by identifying and realising commercial opportunities and seek to secure funding bids for course developments.
11. To manage the aspects of the College strategic and annual business planning and budgeting processes.
12. To effectively plan challenging targets and manage a department budget to maximise the benefits to the learner experience.
13. To ensure delivery and completion of the annual planning, development and review process throughout the Curriculum Areas.
14. To ensure high quality resources and facilities are maintained and safe working practices are adhered to in training and work.
15. To ensure learner data in the college management information systems are accurate and meet compliance requirements for all funding streams.

As a Leader of People

16. To ensure the quality framework of teaching, learning and assessment is carried out and staff receive effective feedback to improve their practice.
17. To be responsible for the department self-assessment cycle, to evaluate the quality of provision with participation from stakeholders (including awarding bodies, employers and learners and apprentices) and to construct focused improvement plans for the department.
18. To ensure staff have the support and development to excel in their roles through regular performance progress reviews.
19. To ensure that underperformance is managed in a timely, efficient manner in line with College policies.
20. To support the wellbeing of staff within the department to enhance the resource available to support the learner experience.
21. 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.
22. To line manage Deputy Heads of Curriculum, academic and support roles within the department.

Teaching Responsibilities:

1. To fulfil the role of the lecturer/ trainer/ assessor within the department for 210 hours per annum minimum.

General Duties and Responsibilities:

1. To participate in the Staff Performance Management processes and to undertake training based on individual and service needs.
2. To engage in the College's Professional Development (CPD) scheme to develop yourself in your role and the team.
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 all College policies and guidelines in respect of your role, including health & safety, data protection and safeguarding.
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 keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with the role as may be reasonably requested.
10. To take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
11. To work across any College campus in order to undertake duties consistent with the post.

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.

Head of (Curriculum Area)

| | PERSON SPECIFICATION I = Interview P = Personnel File/Personal CPD Record | 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 | 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 | I |
| 3. | Well-developed communication, external liaison and networking skills | E | I |
| 4. | Competent in IT with excellent administrative and organisational skills | E | I |
| 5. | The ability to work effectively with a critical and sensitive understanding of the roles of teaching and other staff | E | I |
| 6. | A strong sense of purpose and the drive to achieve agreed goals and deliver learner success | E | I |
| 7. | Good analytical and report writing skills | E | I |
| Experience | | | |
| 8. | Evidence of successful programme leading or deputy head of curriculum (or equivalent) | E | I |
| 9. | Proven track record of setting and achieving challenging improvement targets | E | I |
| 10. | In depth knowledge of legislative responsibilities and the importance of Equality & Diversity, Safeguarding, Prevent and British Values | E | I |
| 11. | Sound knowledge and understanding of the funding methodology and qualification frameworks for all funding streams | E | I |

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|------------------|--|---|---------------------|
| 12. | Experience of identifying and securing commercial opportunities to enhance curriculum content. | D | I |
| Education | | | |
| 13. | Level of Maths & English Qualifications relevant to the post (Level 2 minimum) | E | Personnel file |
| 14. | A first degree and/or professional qualification | E | Personnel file |
| 15. | A full teaching qualification | E | Personnel file |
| 16. | Evidence of continuous professional development | E | Personal CPD record |
| 17. | A full management qualification | D | Personnel file |
| 18. | A lead verifier qualification | D | Personnel file |