

Job Description

Job Title:	Area Head of English and Maths
Responsible To:	Assistant Principal: Further Education
Line Management of other staff:	Yes
Location:	Colchester/Braintree
Salary:	£42,033 - £45,921 per annum
Date of last review:	November 2024

Purpose Statement:

To lead and manage the development and delivery of a high-quality and efficient offer of classroom-based programmes in English and Maths. This role involves driving excellence in teaching, learning, and assessment, ensuring the provision meets key college targets and supports learners in achieving outstanding outcomes.

The postholder will maintain and strengthen relationships with key stakeholders and employers, enhancing the learner experience, promoting positive progression and destinations, and supporting local employers in addressing workforce needs. Through effective management of staff and resources, the role will ensure the delivery of innovative and impactful provision that aligns with the college's strategic objectives and national priorities.

Main Duties & Responsibilities:

Leadership and People Management

1	<p>To provide effective line management and inspirational leadership for area and directly reporting staff in the following areas:</p> <ul style="list-style-type: none"> • Communication - management and promotion of staff welfare and wellbeing. • Engagement and resource - inspire and motivate staff including undertaking recruitment, lesson observations, performance reviews and setting targets and taking action as required. • Employee Relations matters – – to deal with and inform line manager of any concerns with staff discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required. <p>Financial Resilience - effective budget management in line with company policy and procedures to ensure that the area reaches agreed financial contribution levels</p>
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Curriculum Development and Delivery

2	To lead on the development of an innovative and up to date curriculum that is flexible and responsive to the needs of local and national employers, Higher Education Institutions and to our students' own progression ambitions.
3	To ensure there are effective timetables and efficient staff utilisation within the team, and to ensure that students meet their planned learning hours and satisfy all funding rules and conditions of funding.
4	To manage the staffing, physical and material resources necessary to support high quality curriculum delivery.
5	To ensure appropriate staff cover during absences.

6	To ensure continuous improvement of the curriculum offer and on the implementation of new courses, in response to government qualification reform and stakeholder engagements.
Student Experience	
7	To lead on excellence and innovation in teaching, learning and assessment within the area, establishing high standards for students, including for achievement, progress, progression and destinations.
8	To promote the CI7 in Action and Walk Thrus programme to ensure a focus on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above.
9	To lead on quality assurance of programmes, as required, within the area including through maintaining an accurate self-assessment report and through the development, implementation and evaluation of a focused Quality Improvement Plan.
10	For Classroom-based programmes, Apprenticeships and Full Cost courses, to take responsibility for curriculum quality to include management of student recruitment, improving retention, achievement and high grades in line with college targets.
11	To observe lessons and undertake learning walks to provide support for the development of excellent practice in teaching and assessing staff as appropriate.
12	To respond to concerns or complaints from parents, students and others in a timely and effective fashion, seeking assistance from line management and the Quality Team where appropriate.
13	To apply student disciplinary procedures as appropriate supporting colleagues at the earlier stages and taking an active role at later stages in accordance with latest policy.
Other	
14	As a member of the College Leadership and Management Group, to participate in regular and ad hoc meetings to take forward key college-wide and local initiatives and areas for development, and to share good practice in all aspects of the role.
15	To provide effective line management for directly reporting staff in the following areas: <ul style="list-style-type: none"> • Communication - management of staff welfare and wellbeing. • Engagement and resource - inspire and motivate staff including undertaking recruitment, lesson observations, performance reviews and setting targets and taking action as required. • Employee Relations matters – Inform line manager of any concerns with staff discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required. • Financial Resilience - effective budget management in line with company policy.
16	To develop and update personal professional expertise in the relevant areas.

17	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
18	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title:

Area Head of English and Maths

Qualifications	Essential	Desirable	How is this assessed?
Degree or above qualification in relevant subject area	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Level 5 Teaching Qualification	✓		A
Assessor/Verifier Awards		✓	A
Experience	Essential	Desirable	How is this assessed?
Knowledge and experience of current practices and innovations in the Sector and in Further Education.	✓		A / I / P
Evidence of the effective management of a team of staff, demonstrating improvements in quality and success indicators to achieve excellence.	✓		A / I / P
Evidence of leading and supporting staff in the development of strong teaching, learning and assessment embracing innovative practice and leading to demonstrable positive impact for learners.	✓		A / I / P
Evidence of effective and efficient management and deployment of staff and non-staff resources in the support of a high-quality student experience.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Ability to liaise effectively with internal and external stakeholders, including parents and employers.	✓		A / I
Proven effectiveness in the leadership and management both individually and in teams.	✓		A / I
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives.	✓		A / I

The ability to lead excellence in Teaching and Learning.	✓		A / I
The ability to work effectively with colleagues across the college.	✓		A / I
Excellent communication skills, including oral and written.	✓		A / I / P
Good general IT skills.	✓		A / I / P
Adaptability to meet changing requirements of the job and the college.	✓		A / I
Ability to work to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		A / I
Special Requirements	Essential	Desirable	How is this assessed?
Ability to manage special projects.	✓		A / I
Ability to travel between campuses.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test