

## JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title:</b>	Head of Area
<b>Responsible to:</b>	Deputy Principal
<b>Responsible for:</b>	All teaching and support staff within the relevant area

<b>1.</b>	<b>Job Purpose:</b>
1.1	To provide operational and tactical leadership for the area in accordance with the Partnership's overall curriculum strategy, including the introduction of new provision and the ongoing development of existing provision.
1.2	To lead on the effective recruitment of students to the area to ensure targets are achieved.
1.3	To lead the curriculum team in driving improvement in the quality of teaching and learning and the overall student experience.
1.4	To ensure the effective use of resources across the area.
1.5	To develop, manage and oversee effective Partnership working with external stakeholders covering activities such as sponsorship, work placements and collaborative partnerships.
1.6	To lead the area with inspiration, innovation and enthusiasm, challenging under performance and proactively promoting excellence.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Leadership of the Area in terms of physical, financial, human resources and achievement of KPIs.
2.2	To lead on creating the best possible ethos for learners' personal development within the Curriculum Area.
2.3	To develop and implement strategies for maximising learners' achievement of their goals and exceeding their potential.
2.4	Lead and develop collaborative partnership links both internally and externally in order to promote academic enterprise in co-ordinated manner and to the benefit of the learner journey/experience.
2.5	To lead on the development of programmes to meet the current and future needs of local industry.
2.6	To drive and support continuous personal development of team members to maximize their potential and subsequent impact on learners.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Produce the area's Self-Assessment, Quality Improvement Plan and Curriculum Strategy ensuring that it relates to the College and Partnership's strategic objectives.
3.2	To lead on outstanding teaching, learning and assessment practice within the Area ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of learning technologies to support teaching and learning.
3.3	Ensure the provision within the Area addresses the learning needs of diverse range of learners.
3.4	Ensure that learners in the Area receive the highest standards of customer service and learner support including advice and guidance, interviews, initial assessment, tutorial, enrichment and English and Maths.
3.5	Be accountable for planning, monitoring and evaluation of the Area to ensure the achievement of targets to include recruitment, attendance and success rates.
3.6	Provide the effective and efficient management of the Area in terms of physical, financial and human resources ensuring the maximum utilisation of all available resources.
3.7	To effectively disseminate information to staff and ensure the effectiveness of Partnership communication systems within the Area including organising and chairing regular team meetings and committees, keeping schedules, agendas and action plans.
3.8	Contribute to and advise on staff development initiatives and opportunities.
3.9	Manage staff within the area, ensuring they are competent to undertake their roles and responsibilities through annual appraisal and performance management processes.
3.10	Manage the development and delivery of the curriculum portfolio including the use of new technologies/methods.
3.11	Maintain a teaching commitment 0.2 FTE to cover areas of specialism or staff sickness.
3.12	Ensure that all awarding body requirements are met.
3.13	To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
3.14	Manage and maintain learner morale and discipline working closely with colleagues to assure an appropriate learning environment.
3.15	Keep up to date professionally and academically, develop and maintain links with industry, and maintain currency with curriculum development and assessment requirements relevant to the Curriculum Area.
3.16	To manage effective risk assessment and risk management in line with Partnership's policy and guidelines.
3.17	To manage the implementation of all college policies and procedures within designated areas of responsibility.
3.18	Ensure accurate and timely information is provided on programmes to support the effective marketing of the area's provision.

3.19	Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
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<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
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7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.
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<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2).

<b>9.</b>	<b>TEC Partnership Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Related degree/appropriate higher level qualification Teaching qualification Management qualification or willingness to work towards Level 2/GCSE English and Maths	E E E	D
<b>Specialist Knowledge</b>	Knowledge of awarding body guidelines, qualifications and assessment as they apply to the FE and/or HE sector Knowledge of how to embed industry standards into teaching and learning	E E	
<b>Experience</b>	Relevant Industry business experience Evidence of successful people management in an FE curriculum environment Experience of leading a team to achieve good to outstanding success rates Experience of effectively managing staff underperformance Experience of dealing with learner disciplinaries Experience of delivering learning innovatively using technology Teaching and or Training experience in the FE sector Up to date CPD record Managing/co-ordinating IQA/EQA Evidence of Good or better teaching and learning practice Evidence of course data monitoring and bringing about quality improvement	E E E E E E E E E E	
<b>Skills and Attributes</b>	Ability to lead and manage a team to achieve outstanding outcomes for learners Ability to motivate and lead others, to set a culture of high expectation and to tackle under performance A positive attitude to change Ability to positively promote the Partnership's Values and Acceptable Standards to staff and learners Flexibility and adaptability Excellent communication and interpersonal skills Willingness to develop self and others Good organisational and administrative skills Customer orientated Ability to build relationships of trust and respect Ability to positively promote and embed the Partnership's values and behaviours in relation to both staff and students Integrity	E E E E E E E E E E E	
<b>Other</b>	DBS check carried out on appointment	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*