



JOB DESCRIPTION

TITLE:	Head of Department Creative and Performing Arts
CAMPUS:	Windsor
Pay Scale:	Academic Pay Scale with Management Allowance
Reports To:	Director of Learning
JOB PURPOSE:	<p>To lead curriculum development, innovation and co-ordination within the relevant curriculum areas</p>

To raise levels of student retention and achievement by identifying, exemplifying and promoting, with colleagues, best practice in the delivery of teaching and learning

To undertake appropriate staff development and to formulate and deliver development activities for other staff
To teach up to 13.5 hours a week in a relevant subject.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal

The main duties and responsibilities of the post include the following:

1. Lead manage and develop the curriculum team including course leaders in the department.
2. Implement the Teaching, Learning & Assessment Framework in order to improve learner outcomes.
3. Promote a culture which sets high expectations of staff and students in the department.
4. Delegate course leader responsibilities in a fair and equitable manner and ensure that schemes of work that provide individualised learning are used effectively for all courses in the department.
5. Ensure that an appropriate range of procedures and resources are in place and consistently used by all staff in the department to deliver high quality teaching, learning and assessment.
6. Identify and monitor students at risk of underperforming and ensure that clear actions and strategies for support are implemented.
7. Review the effectiveness of provision in the department in accordance with the College's Quality Cycle and implement appropriate action plans to improve the quality of teaching, learning, assessment and learner outcomes.
8. Participate in the appointment, induction, probation and performance management of teachers in the department and, when necessary, manage complaints and/or conduct, capability and discipline issues.
9. Ensure that good practice is disseminated and promoted within the department and develop/contribute to cross-College training events.
10. Work with the Director of learning, Group Vice Principal and Principal Sixth Form to manage staff utilisation and other resources, including monitoring of capitation expenditure.
11. Attend relevant meetings as appropriate.



12. Work closely with the Vice Principal Student Services, Head of Tutoring and personal tutors to address issues relating to student performance, attendance and behaviour.
13. Work closely with the Head of Adult Education in supporting and developing our adult provision.
14. Work closely with curriculum, estates and external partners to develop the commercial letting of facilities.
15. Develop effective curriculum links with partner schools for subjects in the department.
16. Observe at all times strict rules of confidentiality appropriate to the post.
17. Undertake such other duties as may from time to time be reasonably requested.

General Duties

- To promote creativity and innovation within areas of responsibility
- To undertake other duties as the Principal, Vice Principal or Director of Learning may from time to time reasonably direct
- To represent the College when required

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the [College's Safeguarding and Child protection policy](#)

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Person Specification

Head of Department Creative and Performing Arts

	Essential	Desirable	Source of Evidence
Qualifications			
Educated to Degree level	✓		AF
Possession of a recognised teaching qualification	✓		AF
Experience			
Successful recent experience of running A Level and L3 vocational course or courses	✓		AF
Demonstrates an understanding of a range of qualifications such as UAL, BTEC, A Level, T Level and apprenticeships.	✓		AF
Evidence of motivating learners and developing and maintaining high levels of student retention and achievement	✓		IV
Demonstrates an understanding of the learning environment and the support required for a variety of students of differing ability	✓		IV
Experience of setting targets and monitoring progress against those targets	✓		AF/IV
Experience of managing quality improvement	✓		AF/IV
Experience of operating disciplinary procedures with students	✓		AF/IV
Experience of successfully managing and/or mentoring staff	✓		AF/IV
Experience of managing physical and financial resources		✓	AF/IV
Skills / Knowledge / Abilities			
Knowledge and understanding of the practice, changes and trends in quality assurance/improvement in the Sixth Form sector and how this impacts upon colleges		✓	AF
Knowledge and understanding of curriculum issues and developments within Further Education and in particular within the 16-19 age group and the Sixth Form curriculum	✓		AF

Proven communication skills (written, listening, oral and presentation) including the ability to negotiate effectively and to argue clearly and grammatically on paper	✓		AF/IV
Proven ability to develop links with HEIs and creative industries.	✓		AF/IV
Proven experience of successfully leading and motivating others	✓		AF/IV
Proven ability to understand and accurately interpret complex information and make sound, well-considered decisions and judgements.	✓		IV
Proven ability to initiate and develop creative and workable strategies to improve performance	✓		IV
Proven to prioritise and organise work effectively	✓		IV
The ability to use digital technology effectively	✓		IV
Proven ability to deliver high quality teaching and learning	✓		AF/IV
Proven ability to improve outcomes for learners by taking initiative and leading improvements within a team	✓		AF/IV
Proven ability to build effective working relationships with students, colleagues, parents and external partners	✓		IV
Proven ability to work independently with minimal supervision and as part of a team	✓		IV
Proven ability to use Information Learning Technology (ILT) to support teaching and learning	✓		IV
Be highly organised, methodical and have a flexible approach to working practices	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by a Test/Presentation