

## Job Description

<b>JOB TITLE:</b>	HEAD OF DEPARTMENT
<b>GRADE:</b>	Scale M (£43,948-£46,987)
<b>REPORTS TO:</b>	Assistant Principal/Curriculum Director
<b>CAMPUS:</b>	BCA
<b>JOB PURPOSE:</b>	This role's aim is to enhance student retention and achievement by leading curriculum development and innovation, promoting best practices in teaching, learning and skills development while fostering staff development.

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### Main Duties

- 1 Leadership and Management
- 2 Quality, Performance and Achievement
- 3 Curriculum Development

#### **1. Leadership and Management**

- 1.1 Lead, manage, and develop the curriculum team, overseeing programme managers to ensure effective leadership within the department.
- 1.2 Foster a culture of high expectations among both staff and students promoting excellence and continuous development.
- 1.3 Equitably delegate leadership responsibilities and ensure the effective implementation of individualised learning schemes across all courses.
- 1.4 Participate in staff appointments, induction, performance evaluations, and management addressing any issues or concerns regarding staff conduct, capability, and discipline.
- 1.5 Collaborate with relevant stakeholders to manage resources and monitor expenditure while maintaining effective communication and collaboration with other departments.

## **2. Quality, Performance and Achievement**

- 2.1 Implement the Teaching, Learning and Assessment Framework to enhance learner outcomes ensuring its consistent application across the department.
- 2.2 Establish and maintain appropriate procedures and resources to uphold high-quality teaching, learning, and assessment consistently across the department.
- 2.3 Identify and monitor students at risk of underperforming, implementing targeted support strategies to improve their outcomes.
- 2.4 Review the effectiveness of provision following the WFCG's Quality Cycle, developing and executing action plans to enhance teaching, learning, assessment and learner outcomes.
- 2.5 Disseminate and promote good practice within the department and contribute to cross-WFCG training events ensuring knowledge sharing and continuous improvement.

## **3 Curriculum Development**

- 3.1 Develop effective links with relevant stakeholders to enhance subjects offered, fostering collaborations that contribute to improved student achievement.
- 3.2 Collaborate with external stakeholders to develop curriculum that aligns with the local community's needs and the LSIP ensuring the educational offerings are relevant and beneficial to the community.

## **16 General Duties**

- 16.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 16.2 Be responsible for safeguarding and promoting the welfare of students.
- 16.3 Maintain student morale and discipline within the college site.
- 16.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 16.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 16.6 Any other duties commensurate with the level of responsibility within the Group.

**PERSON SPECIFICATION – HEAD OF DEPARTMENT**

	<b>Essential</b>	<b>Desirable</b>	<b>Source of Evidence</b>
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to Degree level or equivalent	✓		AF
Possession of a recognised teaching qualification	✓		AF
<b>EXPERIENCE</b>			
Successful recent experience of running a course or courses	✓		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
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Knowledge and understanding of curriculum issues and developments within Further Education and in particular within the 14-19 age group and the Further Education 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 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 student, 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

**KEY:**

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 the Test/Presentation

**NOTE**

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders the policy can be found [here](#).