

Job Description

Section Manager: Science

Title of Post: Section Manager: Science

Hours: 36 hours per week, 52 weeks per year

School: School of Science, IT and Media

Grade: Uxbridge College Academic Pay Scale pt. 37 - 40

Reporting to: Head of School – Science, IT and Media

Base: Harrow-on-the-Hill

## PURPOSE OF THE POST

The purpose of the post is to ensure the recruitment, retention and achievement of students within the post holder’s area of responsibility and to manage the curriculum and staffing arrangements for Science and related courses. The Section Manager will also develop and integrate provision across the School and teach on a range of courses.

# BACKGROUND

The Science Section at Harrow College is responsible for the delivery of Science A2, AS, GCSE, ACL and Vocational Science courses and is based at the Harrow College site. The post of Section Manager involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practises of teaching and learning. As a curriculum manager you will be expected to act as a role model to lecturers and team leaders, and deputise for the Head of School in carrying out their duties. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All staff must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work, especially in the use of IT for teaching and learning as well as record keeping. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

### DUTIES

### Marketing and Recruitment of Students

1. To organise recruitment activities and ensure the appropriate guidance and initial assessment of students.
2. To liaise with internal and external teams/organisations/parties, as directed by the Head of School, to ensure the effective and efficient recruitment and guidance of students.
3. To ensure staff attend promotional events and activities and contribute to the positive promotion of the School and section.

**Support for Students**

1. To ensure the implementation of the College’s Tutorial Policy, including the effective use of Attendance Co-ordinators and named tutors.
2. To ensure the implementation of the College’s Skills for Life strategy.
3. To ensure the sharing, organisation and up-dating of resources are accessible to staff and students.
4. To implement the College Careers and Guidance Policies.
5. To liaise with the Student and Learning Support team to ensure that students receive maximum benefit from these services.

**Design and Delivery of Programmes**

1. To teach on A Level, Vocational course and GCSE programmes according to your subject specialism.

2. To advise on the production of course materials, including schemes of work, lesson plans and assessment schedules.

3. To ensure the development and implementation of new schemes, including submissions to awarding bodies.

1. To ensure that College policies for the delivery of curriculum are implemented fully.
2. To maximise the effective use of IT and e-learning within the curriculum.
3. To ensure the courses maximise the students’ employability skills through the integration of employer involvement within the curriculum design and to build on the schools/ sections employability targets in conjunction with the Head of School, including maximising work placement opportunities for learners.
4. To ensure that College policies for the delivery of curriculum, including Functional Skills and GCSE are implemented fully.

**Quality and Evaluation**

1. To implement the College’s Quality Policy.
2. To ensure the implementation of the College’s target setting procedures, including the use of value added measures.
3. To collate and analyse performance data ensuring that all staff are aware of improvement requirements.
4. To provide leadership and direction in the implementation of sound practice in teaching and learning.
5. Participate in the College’s formal Lesson Observation process on an annual basis, which requires at least one graded Lesson Observation to take place. Further Lesson Observations may be required under the College’s capability procedure.

**Management**

1. To prepare course and staff timetables as directed by the Head of School.
2. To ensure the maximum use of accommodation and staffing resources.
3. To ensure that students and staff take pride and responsibility for the learning environment, including the tidiness, comfort and safety of accommodation within the remit of the School.
4. To assist the Head of School in the management of staff, providing supervision to a staff team, including teaching and support staff.
5. To assist the Head of School in inducting, supporting and developing staff, especially the support and management of agency staff.
6. To assist the Head of School in the booking of agency lecturers.
7. To carry out staff appraisal and teaching observations, as agreed with the Head of School, and to assist in the development and training of all staff within the post-holder’s remit.
8. To assist in development planning and the construction of the School’s course portfolio.
9. To assist in the management of the School, including contribution to marketing, business and development planning.

# Other

1. To keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.

2. To participate in the appraisal and mentoring processes.

3. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

4. To provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy and Safeguarding Policy.

5. To complete all documents necessary to comply with College HR policies, e.g. agency lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.

1. To carry out any other duties commensurate with the scale and grade of the post.

#### Section Manager: Science

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Howassessed\* |
| Qualifications |  |  |  |
| * Degree in a related subject
 | **✓** |  | Cert/AF |
| * An advanced level teaching qualification recognised by the FE sector (PGCE / DET or equivalent)\*\*
 | **✓** |  | Cert/AF |
| * Assessor qualifications
 |  | **✓** | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Minimum of 3 years’ teaching experience in Science including A Levels, GCSE and BTEC, and strong record of success in teaching and student achievement
 | **✓** |  | AF/IV |
| * Experience teaching Biology or Chemistry up to Level 3
 | **✓** |  | AF/IV |
| * Up-to-date knowledge of the relevant subject area
 | **✓** |  | AF/IV |
| * Curriculum management/co-ordination experience, preferably in Further Education
 | **✓** |  | Cert/AF |
| Current or recent experience of managing or supervising a team of people  | **✓** |  | AF/IV |
| * Understanding of quality assurance, curriculum and funding issues
 | **✓** |  | AF/IV |
| * Experience of working with employers to arrange work experience
 | **✓** |  | AF/IV |
| * Knowledge of and ability to implement the criteria of the awarding bodies
 | **✓** |  | AF/IV |
| Other Skills/Attributes |  |  |  |
| * The ability to enthuse and inspire students aged 16-19
 | **✓** |  | IV/T |
| * Good communication skills, written and verbal
 | **✓** |  | AF |
| * Good interpersonal skills
 | **✓** |  | IV/T |
| * Good classroom practice and teaching ability
 | **✓** |  | IV/T |
| * Good IT and e learning skills
 | **✓** |  | AF/T |
| * Experience of using IT within the curriculum
 | **✓** |  | AF/IV |
| * Good administrative skills
 | **✓** |  | AF/IV |
| * Ability to work effectively as part of a team
 | **✓** |  | AF/IV |
| * Commitment to continuing professional development
 | **✓** |  | AF/IV |
| * Commitment to Equal Opportunities and Safeguarding

 in an education environment  |  |  |  |
| * Motivation of self and ability to motivate a team
 | **✓** |  | IV |
| * Commitment to learners and learner achievement.
 | **✓** |  | IV/AF/T |
| * Able to provide employers’ work reference(s) for at least the past 3 years
 | **✓** |  | AF |
| **Competencies***Section Managers should be able to demonstrate competency in the following areas:*Communication; Planning and Organising; Interpersonal Sensitivity; Strategic Vision; Motivating Others;Problem Solving and Decision Making; Developing Self and Others | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form T = Test (Micro-teach/presentation/Skills test at interview stage)

IV = Interview; Cert = Certificates checked on induction

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification bearing QTS is recognised as fully qualified for the FE sector.