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Job Description

##### Section Manager: Service Industries

##### Title of Post: Section Manager: Service Industries

School: School of Business, Sport, Hair and Beauty

Hours: 36 hours per week, 52 weeks per year

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

Reporting to: Head of School: Business, Sport, Hair and Beauty

Base: Harrow on the Hill

# BACKGROUND

Harrow College is seeking to appoint an enthusiastic and well-qualified manager or aspirational teacher to be able to manage curriculum related to the Service Industries, which currently includes Business, Sport, Hair and Beauty. The successful candidate will manage, teach within the area according to your subject specialism, and lead on the strategic direction and organisation of the department. This exciting role has come about due to internal progression.

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 in the practices of teaching and learning.

The curriculum within the area consists of courses from L1 to HE, including T-Levels, Access, BTECs and apprenticeships. We have a range of collaborations that we are keen to expand, both within Sport and Business.

Enhanced remission will be provided for this role, to ensure you can make a success of it. We will develop you to become a better leader.

As a curriculum manager you will be expected to be 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.

## PURPOSE OF THE POST

The purpose of the post is to lead the development and expansion of the curriculum including and this may include Work Based Learning. The post holder will ensure the recruitment, retention and achievement of students within the Commercial and Professional curriculum, to deputise for the Head of School and to manage the curriculum and staffing arrangements for a cluster of courses.

### 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.
4. To liaise with external organisations to facilitate enrichment and workplace programmes for students.
5. To liaise with employers to build new contacts and create new commercial business opportunities for the school.
6. To investigate and develop new commercial courses for the school’s portfolio responding to local and national needs.

**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 Basic Skills 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 range of programmes according to your specialism.
2. To lead on the development of T Levels in the area.
3. To co-ordinate the design and delivery of Work Based Learning programmes and assessment and schedules, if this is in your remit.
4. To work closely with Employer Services and local employers to design and deliver programmes, if this is in your remit.
5. To develop and co-ordinate the production of course materials, including schemes of work, lesson plans and assessment schedules, in accordance with College policy.
6. To ensure the development and implementation of new schemes, including submissions to awarding bodies.
7. To ensure that College policies for the delivery of curriculum, including Functional Skills, are implemented fully.
8. To use and start e-learning across the curriculum.
9. To ensure programmes meet all requirements of the study programmes including maths and English and work experience including through liaison with the Head of English and maths and other College departments.

**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 ensure there is appropriate moderation and verification of assessment processes.
4. To collate and analyse performance data ensuring that all staff are aware of improvement requirements.
5. To provide leadership and direction in the implementation of sound practice in teaching and learning.
6. 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 reach commercial and other targets set.
3. To ensure the maximum use of accommodation and staffing resources.
4. 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.
5. To assist the Head of School in the management of staff, providing supervision to a staff and course teams.
6. To assist the Head of School in inducting, supporting and developing staff, especially the support and management of agency staff.
7. To assist the Head of School in the booking of agency lecturers.
8. To act as Course Team Leader for specific course areas.
9. 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.
10. To assist in development planning and the construction of the School’s course portfolio.
11. To assist in the management of the School, including contribution to marketing, business and development planning.
12. Carry out evaluation of commercial activities.

# 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 promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

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

1. To complete all documents necessary to comply with College HR policies, e.g., temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up to date.
2. To take an active part in the College’s appraisal and mentoring processes.
3. To carry out any other duties commensurate with the scale and grade of the post.

*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. 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.*

**Section Manager: Service Industries**

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|  | **Essential** | Desirable | Howassessed\* |
| Qualifications |  |  |  |
|  |  |  |  |
| * A relevant degree or equivalent level relevant professional qualification | **ü** |  | Cert/AF |
| * An advanced level teaching qualification (e.g. PGCE/DET or equivalent)\*\* | **ü** |  | Cert/AF |
| Assessor/verifier qualifications or willingness to obtain | **ü** |  | Cert/AF |
|  |  |  |  |
| Knowledge and Experience |  |  |  |
| * Minimum of 3 years’ successful teaching experience relevant to the subject area, preferably in Further Education | **ü** |  | AF/IV |
| * Curriculum management/co-ordination experience | **ü** |  | AF/IV |
| * Experience of leading/managing a team | **ü** |  | AF/IV |
| * Experience of improving teaching, learning and assessment | **ü** |  | AF/IV |
| * Knowledge of and ability to implement the criteria of the awarding bodies |  | **ü** | AF/IV |
| * Knowledge and experience of delivering curriculum to employers |  | **ü** | AF/IV |
| Other |  |  |  |
| * Good communication skills, written and verbal | **ü** |  | AF/IV |
| * Good IT skills | **ü** |  | AF/IV |
| * The ability to enthuse and inspire students | **ü** |  | IV/T |
| * Good planning and organisational skills | **ü** |  | AF/IV |
| * Good literacy and numeracy skills | **ü** |  | AF/T |
| * Good interpersonal skills | **ü** |  | IV/T |
| * Good classroom practice | **ü** |  | IV/T |
| * Using e-learning within the curriculum | **ü** |  | AF/IV |
| * Commitment to Equal Opportunities and   Safeguarding in an education environment | **ü** |  | AF/IV |
| * Evidence of and commitment to continuing professional development | **ü** |  | AF/IV |
| * Self-motivation | **ü** |  | IV |
| * Commitment to learners and learner achievement | **ü** |  | IV/AF/T |
| **Competencies** *Section Managers should be able to demonstrate competency in all of 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

IV = Interview

T = Test (Micro teach/presentation or Skills Test at selection process)

Cert = Certificates (checked at interview and 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 that is recognised as fully qualified for the FE sector.