

Job Description

Section Manager: Early Years

Title of Post: Section Manager: Early Years

Section: School of Hair, Beauty, Hospitality, Early Years and Performing Arts

Grade: Academic Pay Spine pt. 37 - 40

Reporting to: Head of School for Hair, Beauty, Hospitality, Early Years and Performing Arts

Base: Hayes

# BACKGROUND

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. 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. 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.

## MAIN SCOPE 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, to deputise for the Head of School and to manage the curriculum and staffing arrangements for a cluster of courses.

Course provision is subject to change according to the needs of the College. It is currently as follows:

**Full Time**

Level 1 Diploma in Caring for Children

Level 2 Diploma for the Early Years Practitioner (Foundation to T-level)

T level in Education and Childcare (Early Years and Assisting Teaching pathways)

Part Time (Adults 24+)

Level 2 Diploma for the Early Years Practitioner

Level 3 Diploma for the Early Years Workforce (Early Years Educator) (QCF)

**Apprenticeships**

Level 3 Supporting Teaching and Learning in Schools

Level 2 Diploma for the Early Years Practitioner

Level 3 Diploma for the Early Years Workforce (Early Years Educator) (QCF)

### 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, to include employers in order to contribute to the school’s employer engagement targets.

**Support for Students**

1. To ensure the implementation of the College’s tutorial procedures, 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 (see above for courses currently offered in the section; courses are subject to change)
2. To co-ordinate and advise on the production of all relevant 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.
4. To ensure that College policies for the delivery of curriculum, including functional skills, are implemented fully.
5. To maximise the use of IT within the curriculum.
6. 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

**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, learning and assessment.

**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.
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 part-time 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 promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

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

1. To take an active part in the College’s appraisal and mentoring schemes.
2. 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.
3. To carry out any other duties commensurate with the scale and grade of the post.

#### Section Manager: Early Years

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | Howassessed\* |
| Qualifications |  |  |  |
| * Degree or equivalent level qualification in a relevant subject area | **** |  | Cert/AF |
| * An advanced level teaching qualification, recognised by the FE sector (DET, PGCE or equivalent)\*\* | **** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * Minimum of 3 years’ successful teaching experience in Early Years | **** |  | AF/IV |
| * Experience in the area of Early Years provision | **** |  | AF/IV |
| * Up-to-date knowledge of the relevant subject area | **** |  | IV/T |
| * Curriculum management/co-ordination experience | **** |  | AF/IV |
| * Experience of leading a team | **** |  | AF/IV |
| * Experience of developing employer links | **** |  | IV/T |
| * Experience work placement curriculum and   monitoring | **** |  | AF/IV |
| * Understanding of funding methodology |  | **** | AF/IV |
| * Ability to deliver functional skills |  | **** | AF/IV |
| * Experience of Teaching/assessing T-Level   qualification |  | **** | AF/IV |
| * Ability to plan and timetable a range of courses   inclusive of staffing | **** |  | AF/IV |
| Other Skills/Attributes |  |  |  |
| * Management experience | **** |  | AF/IV |
| * The ability to enthuse and inspire students | **** |  | IV/T |
| * Good written communication skills | **** |  | AF |
| * Good interpersonal skills | **** |  | IV/T |
| * Good classroom practice | **** |  | IV/T |
| * Good IT skills and experience of using IT to deliver the curriculum including online/remote learning | **** |  | AF/IV |
| * Tutoring experience | **** |  | AF/IV |
| * Good literacy and numeracy skills | **** |  | AF/T |
| * Able to work effectively as part of a team | **** |  | AF/IV |
| * Commitment to Equal Opportunities and Safeguarding in an education environment | **** |  | AF/IV |
| * Commitment to learners and learner achievement | **** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **** |  | AF/IV |
| * Evidence of continuing professional development | **** |  | AF/IV |
| * Self-motivation | **** |  | IV |
| **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:

Cert = Certificates (checked on appointment)AF = Application Form

IV = Interview T = Test (Presentation/assessments at interview stage)

\*\*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 that is recognised as fully qualified for the FE sector.