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##### **Job Description**

**Head of School – Health & Social Care and Creative Arts**

###### Job Title: Head of School: Health & Social Care and Creative Arts

###### Grade: Harmonised Scale Pt. 41 – 45

# Reporting to: Assistant Principal – Academic Programmes & Value Added

Base: Uxbridge

# Purpose of the Job

The Head of School will be responsible for the Health & Social Care courses and Creative Arts courses in the Art and Media disciplines. Courses offered are from Level 1 to 3 in both curriculum areas. The school also runs apprenticeships and has a developing HE offer.

The main purpose of the job is to manage and develop industry skills ready curriculum that meets the regional and local needs, is co-designed with employers, maximising student recruitment, retention, achievement, and progression. In order to realise this purpose, the Head of School line manages members of staff organised in curriculum teams. Curriculum teams design, deliver and develop a relevant portfolio of courses within a subject and/or vocational area.

Curriculum teams also support students through disciplined academic and pastoral support processes.

The Head of School is responsible for agreeing targets for income associated with short courses or full cost provision. They will also have close liaison with the Assistant Director of the Technical Apprenticeship School with regards to shared resources, academic standards for some provision and to develop meaningful progression routes.

# Duties

**Marketing and Recruitment of Students**

* To develop a marketing plan for the School.
* To understand market needs associated with their respective industry and employment sector.
* To liaise and strengthen links with industry/employers and the community to ensure student access to learning and recruitment.
* To manage the recruitment and guidance of students onto the correct courses, including the use of initial and diagnostic assessment and agreements for learning support.
* To provide staffing for open evenings, recruitment events and summer guidance and enrolment.

## Design and Delivery of Programmes

* To ensure the curriculum is co-designed and delivered with employers to ensure there is a clear line of sight to employment which meets current industry standards.
* To ensure that course handbooks are available and up to date for all courses.
* To ensure the availability of schemes of work and planning for teaching and learning, including the use of Learning Advocates where appropriate for all provision.
* To ensure that IT is increasingly used as a tool for learning in all programmes, including, where appropriate for remote delivery.
* To ensure that assessment plans for all types of provision are consistent with college policies and that students have information about what standards and work are expected of them.
* Where relevant ensure that English and maths and learning support strategies are integral to the design and delivery of programmes.
* To develop new and innovative methods of delivery relevant to learner needs and which maximise the use of flexible and open, distributed distance learning.
* To contribute a school programme of short courses and fully costed provision.

# Quality and Evaluation

* To ensure the completion of programme reviews on an annual basis, using evaluation and student information to inform action plans which are monitored throughout the year.
* To prepare the School’s Self-Assessment Reports.
* To develop and implement a quality improvement plan.
* To ensure that arrangements are in place to induct and support staff in the management of teaching and learning, including the observation of all teaching staff.
* To encourage staff in the development of teaching and learning strategies, and the updating of skills and knowledge relevant to their subject or employment sector.
* To ensure that student evaluation is sought and used to effect improvements.
* To use data on performance (achievement, retention, attendance and progression) to set and achieve targets for the maximisation of improvements and to assist in measuring success.
* To liaise with external awarding bodies.

# Student Support and Tutoring

* To provide an appropriate Tutoring and Student Support structure within the School consistent with College policies and the needs of students, ensuring that Attendance Coordinators are used to monitor and promote student attendance.
* To provide reports for parents/employers on a regular basis and organise parent/employer events to provide feedback on student progress.
* To ensure that students are fully aware of their progress through clear, active and purposeful academic tutoring based on target setting principles.
* To ensure the effective discipline and management of students, including the keeping of records and provision of information.
* To ensure that all learning agreements and profiling documents are recorded and kept in accordance with the College’s requirements.

# Planning and Change

* To prepare the School’s 3- 5 year Development Plan in discussion with employers and course teams.
* To communicate effectively with all staff to engage them in the planning process and develop the School’s portfolio of work.
* To use a number of communication strategies to inform and be informed (team meetings, team briefings, social events).
* To develop the School’s portfolio and full cost commercial provision
* To contribute to the development of application for funding and new initiatives and where appropriate lead and manage projects.
* To prepare staff and course timetables in liaison with Curriculum Director, Section Managers and Course Team Leaders.

# Resources

* To manage a designated budget for permanent and agency staffing and consumables, staying within budget and providing services according to an agreed Service Level Agreement.
* To ensure that teaching resources are fit for purpose and accessible to teaching staff.
* To deploy staff effectively and efficiently to maximise resources and minimise expenditure, ensuring that staffing resource allocations are not exceeded.
* To ensure that accommodation under the Head of School control meets the College’s accommodation standards and is managed efficiently.

# Staffing and Development

* To line manage and implement all relevant staff policies including discipline, grievance, etc
* To ensure that all staff within the School are effectively appraised and are developed as required.
* To coach and support staff to achieve, improve and develop to their full potential.
* To induct, train and develop staff, giving access to relevant knowledge and information necessary for them to do their job.
* To induct and support agency personnel and any casual or temporary staff so that they can carry out their duties effectively.

**Other**

* To promote Equal Opportunities and implement the College’s Equal Opportunities policy.
* To provide a secure and safe learning environment including ensuring the preparation of Risk Assessments within the School and implementation of the College’s Health & Safety Policy.
* To complete all documents necessary to comply with college policies, e.g., agency booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up to date.
* To carry out any other duties commensurate with the scale and grade of the post.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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.

**Head of School: Health & Social Care and Creative Arts**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | HowAssessed\* |
| Qualifications |  |  |  |
|  |  |  |  |
| * A degree in a relevant subject area | **✓** |  | Cert/AF |
| * An advanced level teaching qualification (minimum Level 5) recognised by the FE sector (e.g. PGCE, DET)\*\* | **✓** |  | Cert/AF |
| * Management qualification |  | **✓** | Cert/AF |
|  |  |  |  |
| Knowledge and Experience |  |  |  |
| * A skilled practitioner in teaching and learning and experience of implementing strategies to improve learner achievement and retention, preferably in Further Education | **✓** |  | AF/IV/T |
| * Understanding and practical application of inclusive learning strategies | **✓** |  | AF/IV/T |
| * Experience of successful curriculum management, preferably in Further Education | **✓** |  | AF/IV |
| * Successful experience of managing a team, including coaching and developing staff | **✓** |  | AF/IV |
| * Experience of change management and the implementation of new initiatives including curriculum development, preferably in Further Education | **✓** |  | AF/IV |
| * Knowledge of quality improvement processes | **✓** |  | AF/IV |
| * Understanding of the education market, including regional and community influences | **✓** |  | AF/IV |
| * Relevant industry experience | **✓** |  | AF/IV |
| * Understanding and practical application of inclusive learning strategies and a proven commitment to equality and diversity | **✓** |  | AF/IV |
| * Knowledge of and ability to implement the criteria of the awarding bodies | **✓** |  | AF/IV |
|  |  |  |  |
| Other Skills and Personal Qualities |  |  |  |
| * A commitment to student success and the development of the curriculum to widen participation and ensure inclusive learning. | **✓** | . | AF/IV |
| * IT literacy and understanding of the use of technologies for learning. | **✓** |  | AF |
| * Good written and verbal communication skills | **✓** |  | AF/IV |
| * Experience of resource management | **✓** |  | AF |
| * Strong leadership skills, respect for others and ability to enthuse staff and students | **✓** |  | AF/IV |
| **Competencies**  *Heads of School 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 T = Test (Micro-teach/Skills test)

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 that is recognised as fully qualified for the FE sector.