

Job Description

Job Title:	Head of Department - Foundation and NEET.
Reports to:	Assistant Principal Curriculum and Quality
Terms of Employment:	Management
Salary band:	M

1 Purpose of Role

- 1.1 Ensure learners achieve excellence through the provision of a diverse, creative and flexible curriculum and training offer delivered by inspiring and challenging staff using innovative teaching and training methods and models.
- 1.2 Lead and manage the curriculum team effectively, working with the Assistant Principal Curriculum and Quality and management team to ensure continuous improvement.
- 1.3 Support the development of new programmes and services to meet the needs of employers, students, parents and other stakeholders and partners.
- 1.4 Ensure the deployment of resources (staffing and physical) to provide effective management and increasing income to meet departmental financial targets.

2 Leadership and Management

- 2.1 Manage staff and physical resources to ensure an efficient, effective and safe learning environment.
- 2.2 Ensure good equality and diversity practices are embedded throughout the work of the team.
- 2.3 Ensuring effective control of budgets and resources linked to achieving targets.
- 2.4 Liaise effectively with other curriculum areas and projects
- 2.5 Manage the performance, attendance and conduct of staff in accordance with college policies and procedures
- 2.6 Use data effectively to make decisions and work with MIS Team to ensure accuracy of data for your area.

3 Drive Quality Improvement

- 3.1 Ensure the delivery of a vibrant and effective student experience leading to outstanding student success.
- 3.2 Observe, mentor, coach, develop and manage staff to enhance classroom practice.
- 3.3 Encouraging an aspirational and collaborative culture in which teachers explore innovative pedagogy and share both experiences and practice

- 3.4 Ensure all students receive the full range of support to which they are entitled, including induction, tutorial support, enrichment and additional learning support.
- 3.5 Implement robust quality systems and improvement plans, which lead to accelerated continual improvements in all areas.
- 3.6 Undertake a teaching commitment, as agreed with the Deputy Principal Curriculum, Quality and Learning.
- 3.7 Lead your team in raising standards to meet challenging targets in line with OFSTED performance indicators including for recruitment, retention, success, value added measures, learner satisfaction and progression/destination, with the support of your Assistant Principal.
- 3.8 Embed measures for inclusion and differentiation into the provision offered, monitoring progress against targets.
- 3.9 Drive curriculum innovation and development to ensure a curriculum fit for the future

4 Innovative Curriculum

- 4.1 Forge and foster industry links to ensure the provision is fit for purpose and offers clear opportunities for personal and employability skills development
- 4.2 Design and deliver innovative and high quality study programmes, which fully incorporate English, Maths and on-line delivery to ensure excellent levels of progression for East Coast College students
- 4.3 Work closely with your Assistant Principal to develop provision in line with the college's strategic direction and further diversify income sources such as partnership working, H.E and full cost provision
- 4.4 Market and recruit to programmes via traditional and none traditional means

5 Other

- 5.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality
- 5.2 Be responsible for safeguarding and promoting the welfare of students
- 5.3 Ensure literacy, numeracy and diversity are embedded and promoted
- 5.4 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College
- 5.5 Ensure the health, safety and wellbeing of students, staff, contractors and visitors in accordance with College Health and Safety policies
- 5.6 Ensure that all staff and students in your area are aware of safeguarding requirements and comply with the College's Safeguarding Policy
- 5.7 Ensure adherence to robust risk management and control systems

Person Specification – Curriculum Manager

Essential Criteria	Desirable Criteria
Qualifications and Training <ul style="list-style-type: none"> • Teaching Qualification • Level 2 literacy • Level 2 numeracy • Evidence of continuous professional development • Degree, or substantial relevant industrial experience 	Qualifications and Training <ul style="list-style-type: none"> • Management qualification
Experience and Skills <ul style="list-style-type: none"> • Experience of working in a FE environment • Proven commitment to raising standards of achievement • Experience of coaching and mentoring team members • Evidence of management of change to improve outcomes for learners • Experience of improving the quality of teaching, learning and assessment • Experience of inspection regimes • Communication skills to deliver teaching to a wide range of students and develop partnerships with stakeholders • Written skills to write schemes of work, lesson plans, assessments and reports • Analytical skills to understand data and implement action plans • Clear understanding of how to improve quality of provision • Demonstrate a commitment to diversity and the promotion of equality of opportunity • Ability to set and manage budgets • Experience of conducting Teaching and Learning observations • Demonstrate innovative curriculum delivery 	Experience and Skills <ul style="list-style-type: none"> • Experience of working in more than one educational institution <p>Experience of leading targeted quality improvements</p>

Essential Criteria	Desirable Criteria
Knowledge <ul style="list-style-type: none"> • Knowledge and understanding of the FE quality assurance requirements • Knowledge and understanding of safeguarding legislation 	Knowledge
Personal Qualities and abilities <ul style="list-style-type: none"> • Ability to inspire and motivate others through dynamic leadership • Demands high standards of self and others • Collaborative style to work • Can do attitude • Ability to work on own initiative 	Personal Qualities and abilities

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.