

Job Description

Job title:	Head of English (16-18 & Adult Provision)
Reports to:	Vice Principal Curriculum and Quality
Responsible for:	Curriculum Managers & Curriculum Team
Grade:	M/N

The Head of English is responsible for the strategic leadership, quality, performance and growth of the College's 16-18 English, Adult English and Community Learning provision. The postholder will drive improvements in attendance, achievement, progress and learner outcomes, ensuring learners make ambitious progress from their starting points and progress successfully into further study, apprenticeships and employment.

Working closely with the Vice Principal Curriculum & Quality, the Head of English will lead the strategic and operational development of English provision, fostering a culture of high expectations, evidence-informed practice, innovation and continuous improvement.

Main duties and responsibilities

Main duties & Responsibilities

Actively contribute to, implement and monitor achievement towards the college's strategic deliverables and the ambition to become an outstanding provider across all areas.

Lead strategies to ensure all learners make ambitious progress from their starting points, with a clear focus on attendance, achievement, progression and positive destinations.

Plan, lead and have strategic and operational development responsibility for designated department(s), taking into consideration industry trends, labour market information and employer partnerships.

Proactively manage curriculum changes in order to meet local and national needs, fostering positive relationships across the Borough, within the immediate local community and with wider external partners.

Be responsible for the strategic leadership of learner recruitment, the total learner experience, successful achievement of outcomes and progression of learners in designated department(s).

Work collaboratively with vocational curriculum areas and support services to embed literacy, aspiration and learner success throughout the learner journey.

Oversee the monitoring of departmental targets for learner and course success measures to ensure that strategic targets are met, leading to continuous improvement.

Systematically and strategically review, monitor and develop the learner journey to ensure high quality and the delivery of an outstanding learner experience for all learners in the department(s).

Promote and develop excellence in teaching, learning and assessment, tutorial, and, innovation to raise performance leading to outstanding outcomes.

Promote a culture of continuous improvement and work collaboratively with curriculum and business support departments and external partners to embed quality assurance systems consistent with college quality standards and provide a high-quality learner experience.

Lead on effective CEIAG practices within the department, working closely with the marketing,

CEIAG, industrial placement and recruitment team, ensuring that students are appropriately placed and progressed to their intended destinations.

Work closely with the Vice Principal and business support teams to develop and implement continual professional development and mandatory programmes.

Engage with and optimise the use of systems to track and monitor performance leading to timely intervention.

Oversee staff time tabling, course file reviews and local budget management within and for department(s) within areas of responsibility.

Plan, lead and manage the effective deployment of resource requirements across the departmental areas within area of responsibility, including financial, human and physical resources.

Develop and maintain high levels of personal skills and professionalism, using feedback from assessment and continuous development reflected in a CPD log.

Be committed 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.

Assist as required during college events, examination and enrolment periods.

Provide cover for absent staff; and record and monitor all absences.

Use learner voice, performance data and quality assurance activities to identify priorities, evaluate impact and implement timely interventions that improve learner outcomes.

Promote innovation and the effective use of digital and technology-enabled approaches to enhance learner engagement, teaching quality and learner achievement.

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with the grade and general level of responsibility, at main place of work or at any other establishment for which the College provides services.

Personal Specification

Post Title: Head of English	We will assess your match to the criteria from:		
Key: E – Essential D – Desirable	Appl. Form	Tests	Interviews

1. Education / Training

Degree or equivalent qualification (E)	Y		
Cert Ed/PGCE or relevant teaching/training qualification (E)	Y		
Leadership and management qualification (D)	Y		
Level 2 Literacy and Numeracy (E)	Y		
Continuing Professional Development (CPD) requirement to fulfil at least 30 hours CPD each year (pro rata for part time staff (E)	Y		

2. Experience

Experience of providing inspirational leadership and management to teams, resulting in enhanced teaching, learning and assessment practices, growth and organisational change.	Y	Y	Y
Demonstrable experience of leading and developing teaching, learning and assessment provision in accordance with quality assurance frameworks (E)	Y	Y	Y
Experience of developing innovative approaches or programmes to meet changing trends and industry requirements (E)	Y	Y	Y
Experience of budget and resource management	Y	Y	Y
Experience of self-assessment processes, writing reports development plans and working to the Common Inspection Framework (E)	Y	Y	Y
Experience of using performance, attendance and learner outcome data to drive improvement and secure measurable impact (E)	Y	Y	Y
Demonstrable experience of improving learner achievement, progress and progression through effective curriculum leadership and evidence-informed intervention.(E)	Y	Y	Y
Evidence of analysing, sharing and reporting data, as well as using data to inform decisions (E)	Y	Y	Y
Experience of conducting lesson observations and providing developmental feedback (E)	Y	Y	Y
Experience of working in relevant industry (D)	Y	Y	Y

Post Title: Head of English	We will assess your match to the criteria from:		
Key: E – Essential D – Desirable	Appl. Form	Tests	Interviews

3. Skills and Knowledge			
Ability to inspire colleagues and peers to senior management level (E)			Y
Ability to identify, interpret and apply relevant knowledge and information (E)	Y	Y	Y
An understanding of awarding body internal verification and external verification requirements (E)		Y	Y
Ability to analyse trend data and labour market information, and make useful recommendations to inform curriculum offer (E)		Y	Y
Ability to plan and prioritise various demands (E)	Y	Y	Y
Knowledge of current challenges and priorities within post-16 English education, including GCSE resits, adult English provision, learner engagement and progression (E)	Y	Y	Y
Knowledge of changing sector requirements, and national and global trends, and the ability to interpret these into curriculum plans (E)	Y	Y	Y
4. Personal Qualities			
Excellent communication skills (oral and written) including listening and questioning skills etc. (E)		Y	Y
Articulate speaker with the ability to present information to varied audiences		Y	Y
Tech-savvy with the ability to use technological tools and systems to enhance delivery of learning and general practice (E)	Y	Y	Y
Ability to work independently and as part of a team, as well as build positive relationships and develop effective partnerships and networks (E)	Y	Y	Y
Good commercial acumen and business planning skills (E)		Y	Y
Knowledge of digital and technology-enabled approaches that can support teaching, learning and assessment. (D/E)	Y		Y
5. Safeguarding Children & Vulnerable Adults			
Understanding of Safeguarding Legislation and its application within the educational sector (E)	Y		Y
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults. (E)	Y		Y
6. Equality & Diversity			
An understanding of and commitment to all aspects of equality and diversity. (E)	Y		Y

How to apply:

<https://jobs.bdc.ac.uk/vacancies>



www.bdc.ac.uk