



JOB DESCRIPTION	
Post Title	Head of Health and Social Care TLR2D (£3,391)
Purpose	To take a strategic and operational lead of the Health and Social Care Department at the College.
Aim	Promote successful outcomes for students studying Health and Social Care and the wider College.
Reporting To:	SLT
MAIN RESPONSIBILITIES	
Operational / Strategic Planning	<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in Health and Social Care.• The day-to-day management, control and operation of curriculum provision including the effective development of resources.• To work with colleagues to enable long term planning to ensure curriculum choices that meet the needs of students and the aims and objectives of the school.• To work with colleagues to meet the requirements of examination boards, particularly in assessment and administration.
Curriculum Provision	<ul style="list-style-type: none">• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.• To be accountable for the curriculum content and delivery of Health and Social Care.• To raise standards of student attainment and achievement within the whole curriculum and to monitor and support student progress.
Curriculum Development	<ul style="list-style-type: none">• To be accountable for leading, managing and developing the subject/curriculum area (Health and Social Care).• To develop and enhance the teaching practice of others.• To keep up to date with national developments in the subject area and teaching practice and methodology.
Quality Assurance	<ul style="list-style-type: none">• To help develop the effective teaching and learning styles in Health and Social Care.• To contribute to the school procedures for lesson observation.• To implement school quality procedures and to ensure adherence to those within the subject. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.

Management Information	<ul style="list-style-type: none"> • To help produce reports within the quality assurance cycle.
Management of Resources	<ul style="list-style-type: none"> • To identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other departments to ensure sharing and effective usage of resources to the benefit of the school and the students.
<p>This College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>This job description is current at the date shown, but in conjunction with you, may be changed by the Head of College to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	