

**JOB DESCRIPTION**

**Job Title:** **Head of Faculty** **– Health & Sciences**

**Line Manager:** Director of Curriculum

**Responsible for:** Staff as agreed with Director of Curriculum (including academic staff within the departments)

**Pay Band**: Band I

**JOB PURPOSE**

Provide consistently high standards of student experience and progress throughout area of responsibility.

Ensure the area of responsibility is sustainable, and contributes to the college’s financial health and environmental goals

Provide operational leadership within areas of responsibility

Implement the policies and procedures and curriculum design agreed by the SLT

Inspire quality improvement and curriculum innovation throughout areas of responsibility including responsibility for sector specific advice to SLT

Develop and deliver a curriculum which is responsive to national and local priorities ensuring positive student outcomes

All staff have a responsibility for safety, safeguarding and promoting the welfare of children, young people and vulnerable adults

# SPECIFIC DUTIES

# The effective management of the student journey through the departments within the role, including;

# high levels of student progress, support and achievement

# a highly effective learning experience

# high levels of student satisfaction and positive progressions

# Ensure the curriculum offered meets the needs of students via ;

* A study programme to 16-18 year old leaners that prepares them effectively for adulthood (including skills, behaviours and values that will be enable them to make a positive contribution to society; English, maths and digital skills as well as contemporary professional/vocational skills)
* Apprenticeships and full cost and other programmes as designed and commissioned by the Business Hub and Apprenticeships meeting apprentices and employers future needs
* Adults have opportunity to retrain to and upskill within the sectors represented within the Faculty

# 3 Develop a relevant and inspiring curriculum offer which prepares learners well for their future, offers opportunity for lifelong learning

4 Create, deliver and monitor a curriculum that is contributes to the college’s strategic plans including those for;

* financial health
* skills development that meets local and national and students’ economic needs.
* expectations of the College’s broad range of stakeholders

5 In liaison with SLT establish income targets, including student recruitment numbers and any other income streams, and design an deliver a financially sustainable curriculum

6 Maintain oversight of leaners progress and provide early intervention, enabling both support and challenge where there is an area of concern in any aspect of their programme

7 Performance management of appropriate staff within the Faculty, which is supportive, developmental, aspirational and robust

8 Ensure the continuity of student experience when disruption occurs

9 Liaise and collaborate with all other College functions to ensure they are able to work effectively and efficiently (including, CIS, ALS, SEPOs, Safeguarding and wellbeing, English and maths, Student Services, Marketing, Quality, HR, Finance, Estates and SLT).

10 Provide relevant information regarding planned learning, learner progress, requirements for progression and risk indicators to the parents/guardians of 16-18 year olds and the Business Hub and Apprenticeships for commissioned programmes as appropriate and in line with college policies including Safeguarding and GDPR.

11 Provide independent information, advice and guidance in line with College policies and procedures for applicants, students and leavers and enable curriculum teams to do so

12 Provide an inclusive and supportive learner culture that celebrates inclusivity and in which vulnerable students succeed

13 Ensure safeguarding procedures are understood, valued and implemented within the Faculty and actively liaise with the colleges safeguarding team

14 Implement a cycle of continuous improvement based on evidence of current performance and aspirational plans for the future

15 Develop and monitor a culture and practise that promote health and safety within the Faculty. Provide a comprehensive risk assessment for all activities scheduled within the curriculum plan for approval by SLT and monitor its implementation continually, providing updates as required.

16 Manage the resources within the Faculty including pay and non-pay budgets, capital assets and make recommendations for future requirements to SLT.

17 Teach an agreed number of hours with Director of Curriculum (reviewed and agreed annually) within the Faculty and provide a role model of best professional practice whilst doing so.

18 Act in an ambassadorial role when liaising with external organisations and, whilst advocating for the Faculty, take a whole college perspective where a balance between areas would be beneficial to the organisation or its stakeholders.

19 Ensure compliance with College policies and procedures for all staff within the Faculty, including consistent use of the student behavioural and academic performance policy.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with an agreed dress code appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

This job description updated Jan 2023

**PERSONAL SPECIFICATION**



**POST: Head of Faculty**

As a College employee you will be expected to embrace College values and implement College policies and procedures by: -

• Seeing learners as our priority

• Embracing equal opportunities and respecting diversity

• Working co-operatively with colleagues

• Respecting and valuing the work of all our stakeholders

• Striving for continuous improvement

• Adhering to College policies and procedures

• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * Level 3 qualification and/or 5 years’ relevant industry experience of a sector within the Faculty * Recognised teaching qualification * The capacity to work towards a relevant Level 5 qualification | * Management qualification * A degree/level 4 qualification equivalent |
| **Experience** | * Up to date experience of teaching in the FE Sector delivering high standards of student experience * Working in or managing in an area of the curriculum within the Faculty * Involvement in the delivery of high quality 16-18 study programmes * Professional experience of the one or more of the sectors included within the Faculty | * Previous successful management experience * Recent industrial (or equivalent) experience of one or many sectors within the Faculty * Involvement in the delivery of high quality apprenticeships and/or Higher education programmes |
| **Knowledge and Skills** | * Excellent verbal communication skills * Good IT skills including the handling and interpretation of data * Able to demonstrate the ability to manage and motivate people * Good interpersonal skills for effective working relationships with colleagues and stakeholders * Understand and communicate the contemporary issues with the sectors represented in the job role and associated curricula * Effective presentation skills to diverse audiences including students, parents, employers and other stakeholders * Suitable character for working with children and vulnerable adults | * Critical analysis of the contemporary issues with the sectors represented in the job role and associated curricula |

**Essential requirements are those without application will not normally be considered for appointment**