Luminate
EDUCATION GROUP

Job Description

Group Member:		Leeds City College	
Job Title:		Head of Digital Industries	
Reports to:		Principal - Printworks Campus	
Job Grade	Spot Point	Department	Digital and IT

ROLE SUMMARY:

To lead on the delivery of the College's Digital and IT department:

- The design and development of a high-quality curriculum offer, in conjunction with the Apprenticeship and Adult teams and other College Managers, to meet the needs of the Digital and IT sector
- Close partnership working with a range of local, regional and national stakeholders, employers and industry agencies
- To oversee the growth and expansion of the Digital and IT Department, positioning it as a centre of excellence in the North for the Digital sector.

The Head of Digital Industries will work with the Campus Principal and the Assistant Principal to develop and lead a coherent, locally and nationally responsive including 14 – 16 partnerships 16-19, Adult, and Apprenticeship provision.

They will ensure the needs of our learners come first and that every learner will be provided with opportunities to achieve their full potential within a safe, stimulating and supportive environment.

They will be required to deliver high quality learning and teaching ensuring that you are maintaining standards expected by the College, awarding and professional bodies, industry, stakeholders and learners.

Expectation to develop Outstanding teaching and learning environment which enable all learners to achieve their full potential and take account of educational initiatives.

The Head of Department is responsible for delivering the departmental business plan and achieving departmental targets in relation to curriculum, student recruitment, achievement, quality, finance, people and corporate services.

Lead initiatives that positively impact learner achievement and enhance the overall learner journey.

Collaborate with the Management Team to shape and drive the college's offerings in Digital and IT.

Enhance the apprentice and employer experience through effective leadership and programme development.

Using industrial expertise and business connections, provide the college leadership team with sectoral intelligence and reports to inform strategic decisions and direction

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, develop and deliver an ambitious curriculum which effectively meets the needs of learners and employers.
2. Deliver outstanding outcomes in terms of retention, achievement, success and progression
3. Exceed targets for income diversity and volume, as well as for financial contribution
4. Provide leadership in the enhancement of learning and teaching
5. Provide day to day line management for staff and leadership to staff working within the Department/School across all Campuses.
6. To provide strategic leadership and management of the Department and contribute to the delivery of strategic objectives of the Department, Campus and College
7. Ensure that Health, Safety, Welfare and Environmental Sustainability practice in the Department complies with College policy and regulations, taking professional advice where appropriate
8. Promote the collegial culture, assisting in management of change across the department and developing the performance, morale and motivation of the staff within.

CORE RESPONSIBILITIES:

1. **People Management:** Undertake all duties that ensure effective people and talent management strategies are in place, to lead and develop a successful, autonomous and high performing team, that reaches targets and proactively demonstrates the organisation's Values and mission, whilst taking ownership of their remit.
2. **Leadership:** Cultivate and embed a positive learning culture for staff and students. Support and influence colleagues and peers to contribute effectively to the strategic aims of the College and Luminate, ensuring that local, regional and national priorities are met, to secure outstanding outcomes for students and employers. Role model desired behaviours and champion diversity, inclusion and innovation.
3. **Financial Responsibility:** Ensure the effective and efficient management of budgetary responsibilities in accordance with the College's financial regulations, to ensure the Department is efficiently run and delivers its financial contribution targets. Maximise innovative funding opportunities relevant to the department, including project income.
4. **Curriculum Design:** Effectively plan a creative and effective curriculum which meets industry/sector needs through the delivery of blended learning, including the use of assistive technology. Map curriculum design to LMI and other relevant data sources

and intelligence. Ensure that individual student needs are supported in their learning journey.

5. **Sourcing students/enrolment/marketing:** Lead an exciting and engaging recruitment process, to include open and taster days, enrolment events, interviewing of prospective students, keep warm activities and that challenging recruitment targets are met. Ensure that IAG, transition, interview and enrolment are effective, and resources are provided to ensure students are adequately supported by the department.

6. **Induction & integration:** Ensure the highest standard of quality advice, guidance and induction are provided, so that students are supported effectively, and progress onto the right course, resulting in attaining a sustained positive destination. Ensure that students integrate well into college life, they have a voice and are aware of networks they can participate in.

7. **TLA+Q oversight, driving standards:** Ensure that student retention, success, value added / distance travelled and progression rates within the department exceed national average year on-year. Ensure effective quality assurance measures are adhered too, in accordance with guidance from the Quality team.

8. **Observations & role modelling:** Lead and model outstanding teaching, learning and assessment practices. Complete learning walks and teaching observations and provide constructive, developmental and detailed feedback, to enhance the quality of teaching within the department.

9. **Student engagement/enhancing the student experience:** Motivate and inspire students to achieve and develop their skills to enable progression. Facilitate and support the input of the student voice opportunities and actively seek projects and support to ensure students enjoy their time in college, have fun and gain valuable life skills.

10. **Equality, Diversity & Inclusion (EDI):** Create an inclusive culture, which recognises and ensures proactive responses to support the vulnerabilities and risks which affect some students. Liaise with Student Life services including safeguarding, student experience and mental health and wellbeing to ensure effective support and smooth transition into college and onward to future destinations.

11. **External engagement:** Liaise and network with local authorities, government agencies, sector specialist groups and other relevant stakeholders to ensure that future planning for the specific student provision, is in place.

12. **Intelligence gathering/analysis work:** Undertake root cause analysis to address areas of change, whilst using evidence based methodologies to choose directions of travel and effective planning techniques. Utilise workforce and engagement data to effectively raise satisfaction levels and performance. Prepare and produce detailed reports, as appropriate.

13. **Collaboration/planning/cohesion:** Support the sharing of skills to other team members through workshops or other CPD activities. Proactively engage in cross college/group project work, aligned with strategic and innovative projects that enhance the student and staff experience which may also raise the profile of the organisation.

14. **Commitment to driving continuous improvement:** Actively promote continuous improvement methodologies, including participation in curriculum and College self-assessment reports, inspection preparation, quality audits and process reviews.

15. Support senior management and deputise as appropriate.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Head of Department
Department	Digital and IT

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Level 5 teaching qualification. Heads of Department are also expected to commit to the Education and Training Foundation Professional Standards.	A / C
E	Q3. Professional level 4 qualification and/or degree.	A / C
E	Q4. Relevant recognised professional attainments.	A / C
D	Q5. Masters or other relevant Postgraduate Qualification.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Relevant up to date subject knowledge.	A / I / T
E	EK2. Thorough and up to date Knowledge of Government policy in relation to education and training, including its funding and curriculum / qualification reform	A / I
E	EK3. Expertise, knowledge and understanding of the Sector	A / I / T
E	EK4. Proven experience managing staff in an educational setting	A / I
E	EK5. Proven experience managing and utilising data to inform quality improvement, including planning, monitoring and reviewing.	A / I / T
E	EK6. Substantial teaching experience in FE.	A / I
E	EK7. Experience of working positively with young people and adults	A / I
E	EK8. Experience of successful administration and management of financial budgets	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SK1 Communicating with others Manages 'necessary' performance conversations with confidence.	I
E	SK2. Working with others Promotes initiatives that continually improve the student experience and all service provisions across the group.	I
E	SK3. Developing and leading others Fosters an inclusive working environment that promotes equality, fairness and respect.	A / I

E	SK4. Business Acumen Understands and effectively interprets own budget and financial plan	A / I
E	SK5. Decision Making, Planning, Prioritisation Has a solution focused, evidenced based approach to decision making.	A / I / T
E	SK6. Personal Accountability and Inclusivity Fosters a culture of reviewing and improving current practice, using reflection to identify areas for development for self, colleagues and service provision.	A / I
E	SK7. Future Proofing Actively utilises LMI and technical data to ensure long term sustainable plans in place, to support organisational growth.	A / I
E	SK8. Innovation and Engagement Able to review current systems and develop a process for continued innovation and improvement.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I