

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Head of Department	
<b>Reports to:</b>		Principal	
<b>Job Grade</b>	Spot Point	<b>Department</b>	Creative Media and Digital Arts

### SPECIFIC ROLE RESPONSIBILITIES:

- Plan, develop and deliver a curriculum which effectively meets the needs of learners and employers.
- Deliver outstanding outcomes in terms of retention, achievement, success and progression
- Exceed targets for income diversity and volume, as well as for financial contribution
- Provide leadership in the enhancement of learning and teaching
- Provide day to day line management for staff and leadership to staff working within the Department/School across all Campuses

### CORE RESPONSIBILITIES:

1. Develop, embed and maintain outstanding teaching, learning and assessment in the department.
2. Lead curriculum staff to contribute effectively to the strategic aims of the College and ensure that local, regional and national priorities are met.
3. To respond to national and local priorities and to adapt and develop provision to meet local demands.
4. To respond to funding changes and develop provision in growth areas.
5. To be a role model across the curriculum area for outstanding teaching, learning and assessment
6. To performance manage staff within the Department and ensure that they develop their professional practice
7. To lead the Department and secure outstanding outcomes for students and employers
8. To ensure the Department is efficiently run and delivers its financial contribution targets
9. To ensure that all courses within the Department are run effectively and meet awarding body, funding and quality agency requirements.

### STUDENTS

10. Motivate and inspire students to achieve and develop their skills to enable progression

11. Provide an excellent learning experience which allows students to progress to a higher level, higher education or employment and in which their attainment is maximised.
12. Ensure the highest standard of quality advice, guidance and induction
13. Ensure that student retention, success, value added / distance travelled and progression rates within the Department exceed national average year-on-year
14. Ensure that all students receive high quality feedback that enables them to improve their learning based on rigorous, robust and accurate assessment.
15. Enable students to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
16. Ensure that each course is effectively planned, using a whole course, approach, so that teaching, learning and assessment methods are effective and reviewed regularly.
17. Ensure that learning materials, lesson plans, schemes of work and assignments are designed for a high quality learning experience that maximises outcomes for students
18. Promote the benefits of technology and support students in its use
19. Contribute to the student tutorial process ensuring regular review of student progress and report evenings take place. Ensuring appropriate tutor support is provided to all students.
20. Plan, develop and deliver a curriculum which meets the needs of the industry/sector

## **TEACHING AND LEARNING**

21. To lead and model outstanding teaching, learning and assessment
22. Encourage a culture where teachers develop, and are supported to achieve, professional standards, including:
  23. Developing their own judgement, based on evidence, about what works and does not work in their own teaching and training
  24. Develop deep and critically informed knowledge and understanding in theory and practice
  25. Develop their expertise and skills to ensure the best outcomes for students
26. To deliver for students:
  - initial and diagnostic assessment
  - target setting (including stretching targets and high grades, using LAT or ALP measures where appropriate)
  - induction
  - individual learning plans
  - effective tracking and monitoring
  - effective learning, with high quality assessment and developmental feedback
  - support high levels of achievement and progression
  - English, Maths or Functional skills are delivered and achieved at the required level
27. To undertake regular observations of all staff within the Department (and contribute to the cross College observation processes if required), including developmental, walk through and other observations.
28. To ensure that all preparation, marking, assessment and moderation is completed promptly and efficiently within agreed timescales
29. To 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.

30. Ensure that the programme of learning is appropriate for the needs of the individual student
31. To ensure all students receive their entitlement of additional learning support
32. Effectively manage the delivery of creative and active learning for each individual student, including appropriate support where necessary
33. Ensure that staff in the Department:
  - maintain and update their subject area knowledge, including appropriate industrial updating
  - maintain and update their knowledge of educational research to develop evidence-based practice
  - Apply theoretical understanding of effective practice in teaching, learning and assessment, drawing on research and other evidence
  - Are trained in restorative practice and are able to manage and promote positive student behaviour
34. Continuously demonstrate a commitment towards further professional development including in the application of new technologies to improve the effectiveness of learning management

#### **CURRICULUM DEVELOPMENT, PLANNING AND COURSE DELIVERY**

35. To assist with the recruitment of students to target levels
36. To ensure the Department effectively participates in the student recruitment and admissions process, including open evenings, external visits, marketing activities, interviewing and enrolment
37. Ensure that all staff in the Department liaise with the examinations department and moderators/verifiers to ensure compliance with awarding body requirements, including undertaking internal verification if required
38. To prepare, review and update regularly, curricular and associated teaching schemes and materials, and to have these available for observations as required
39. To contribute to the college's curriculum and strategic planning processes and to lead this in the Department

#### **TUTORIAL SUPPORT**

40. To ensure the effective operation of the College's tutorial programme within the Department
41. Provide active support to students
42. To help to ensure that College regulations and policies are upheld and instigate student positive behaviour strategies and procedures where necessary
43. To maximise participation in student voice activity and to receive and act on student feedback positively.

#### **QUALITY IMPROVEMENT**

44. To promote excellence and continuously improve practice
45. Actively promoting continuous improvement, ensuring compliance with the College's quality assurance policy and procedures, including participation in curriculum and College self-assessment reports, inspection preparation, quality audits and observation of teaching
46. To work with the Internal Quality Lead Verifier to ensure effective management of the Internal and External verification procedures including assuming the role of Internal Verifier, if appropriate

47. To ensure the effective management and supervision of educational visits and compliance with Health and Safety requirements
48. To network with Colleagues to promote good practice across the curriculum area, Faculty and College
49. To support the transfer, and sharing of skills and knowledge to other team members through workshops or other Staff Development activities

## **LEADERSHIP AND MANAGEMENT**

50. To provide effective and supportive leadership and management to maximise individual and team performance.
51. Undertake a full range of line management responsibilities including probationary reviews, appraisals, return to work interviews and performance management
52. To support appropriate staff with the strategic development and management of learning programmes and curriculum development within and beyond the Programme Area
53. To ensure that the courses offered within the Curriculum Area have established progression routes
54. To provide academic and professional support and guidance to staff within the Curriculum Area (including learning mentors), ensuring that CPD is maintained by all staff
55. To ensure effective and efficient management of budgetary responsibilities in accordance with the College's financial regulations
56. To ensure effective management of data collection and ensuring full staff compliance with Data Management procedures
57. Maintain appropriate Continuing Professional Development, including the attendance on all training events identified for you by your line manager, to ensure the highest standards of quality
58. Undertake mentoring with new staff within the Programme Area
59. Represent the college at local management groups to ensure the college contributes to meeting local priorities
60. Work collaboratively with voluntary and statutory agencies to provide a holistic supportive offer for students
61. Identify creative funding solutions including alternative funding options to provide a relevant and cost effective curriculum tailored to the diverse needs of students
62. To achieve and maintain a 'licence to observe' as part of the college's observation scheme and act as an observer to support the college's observation of teaching and learning.
63. To act as Campus lead where required.

## **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**

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<b>Department</b>	Creative Media and Digital Arts

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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
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
E	EK4. Proven experience managing staff in an educational setting	A / I
E	EK5. Proven experience managing the curriculum, including planning, monitoring and reviewing	A / I
E	EK6. Proven experience of driving measurable quality improvements leading to high student satisfaction levels	A / I
E	EK7. Proven experience of developing demand-led curricula and successfully driving growth	A / I
E	EK8. Substantial teaching experience in FE	A / I
E	EK9. Experience of working positively with young people and adults	A / I
E	EK10. Experience of successful administration and management of financial budgets	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	<b>SK1 Communicating with others</b> Manages 'necessary' performance conversations with confidence.	A / I
E	<b>SK2. Working with others</b> Promotes initiatives that continually improve the student experience and all service provisions across the group.	A / I

E	<b>SK3. Developing and leading others</b> Fosters an inclusive working environment that promotes equality, fairness and respect.	A / I
E	<b>SK4. Business Acumen</b> Understands and effectively interprets own budget and financial plan	A / I
E	<b>SK5. Decision Making, Planning, Prioritisation</b> Has a solution focused, evidenced based approach to decision making.	A / I
E	<b>SK6. Personal Accountability and Inclusivity</b> 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	<b>SK7. Future Proofing</b> Actively utilizes LMI and technical data to ensure long term sustainable plans in place, to support organizational growth.	A / I
E	<b>SK8. Innovation and Engagement</b> Able to review current system 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