

Job Description

Post	Head of Department
Responsible to	Assistant Principal/Director of Personnel
Hours	1265 hours directed time on 195 days per year
Working closely with	Heads of Subject, other teachers within the curriculum area, group tutors, senior tutors, support staff and relevant staff with cross college responsibilities.

Key Purpose:

Departmental Leadership and Management
To take overall responsibility for curriculum intent, embedding the college's strategic aims and the LT&A strategy and the management and day to day running of the Department.

Duties and Areas of Responsibility:

Departmental Leadership
Develop a strategic vision for the department to ensure the department contributes effectively to the College's strategic aims and focus for LT&A.
To lead the department in ensuring that all courses delivered within the department meet the needs of learners within and to effectively feed into the whole college's curriculum intent. This will remain under review to ensure we continue to strive to improve outcomes and provide diversity in the college's curriculum offer.
To manage change within the department, for example, in terms of curriculum, processes, LT&A and staffing.
To take overall responsibility for quality processes and related documentation within the department and support HoS's in managing the quality assurance of their subject(s).
To lead the department's curriculum planning, incorporating whole-college policies and expectations.
To lead on the development and dissemination of learning, teaching and assessment in line with college policies and expectations.
To encourage departmental staff to share good practice across the department and whole college where appropriate.
To support the college's PGCE programme and facilitate a trainee within the department as appropriate.
To support continual professional development of departmental staff through the professional review process, ensuring that individual targets are in line with subject priorities and QIP as well as supporting an individual's own CPD and career development.
To take responsibility for supporting the development, welfare and well-being of departmental staff and work with the HR department when issues arise, including performance management.
To develop procedures that effectively assess and improve student performance in line with college policies; identify, communicate with, and support students at risk, using college-wide systems for support and monitoring.
To lead the department team in inspiring, challenging, empowering and motivating students of all backgrounds and abilities.

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To develop processes within the department to ensure that lessons have appropriate pitch, practice, pace, challenge, rigour to enable all students to achieve to the best of their potential.
To liaise with the post-19 programme Head of Adult Education over quality issues in post-19 courses which fall within the department's curriculum remit, as appropriate.
Departmental Management
Manage efficient and effective communication within the department team.
Maintain a clear understanding of the examination boards' external procedures/processes and ensure they are effectively implemented; and that students are effectively prepared for external assessments.
Actively promote subjects within the department to potential students.
Manage the student induction, advice and guidance process for the department.
Manage members of the department in all aspects of their roles, ensuring all college and departmental policies are followed.
Manage the quality and completion of UCAS proformas across the department.
Manage staff absence within the department, liaising with the HR department where appropriate.
Facilitate departmental meetings ensuring effective use of Curriculum Planning Time across the department.
Contribute to wider college meetings as required; representing departmental views and acting as a conduit between other college groups and the department team.
Manage the department to ensure student attendance and engagement is effectively monitored and the referral process used appropriately, liaising with the Senior Tutor when issues need to be escalated beyond the department.
Manage the distribution of classes and make recommendations to the Curriculum Manager.
Liaise with the Principal and HR department regarding recruiting, advertising and appointing new staff.
Manage the usage, storage and security of equipment and software.
Financial Management
Manage the departmental budget on a monthly basis and liaise with the college finance team.
Complete bids for resources on behalf of the department when appropriate.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: