

## Job Description

<b>Post:</b>	Head of Subject
<b>Department:</b>	Business A-Level
<b>Responsible to:</b>	Head of Department
<b>Hours:</b>	1265 hours directed time on 195 days per year
<b>Working closely with:</b>	Head of Department, teachers within the curriculum area, group tutors, senior tutors, support staff and relevant staff with cross college responsibilities.

### Key Purpose:

<b>Subject Leadership and Management</b>
To take responsibility for embedding the college's strategic aims and guiding principles, and the management and day to day running of the subject within the Department. To support the aims and values of the college as detailed in the college's statement of purpose, vision and values. Heads of Subject will be supported by, and work closely with, a Head of Department.

### Duties and Areas of Responsibility:

<b>Subject Leadership - in consultation with HOD</b>
Develop a strategic vision for the subject to ensure the subject contributes effectively to the department's and the College's strategic aims and focus for LT&A.
To lead the subject in ensuring that the course(s) delivered meets the needs of learners within the department.
To manage change within the subject for example in terms of curriculum, processes, LT&A and staffing, in line with departmental strategies.
To take responsibility for quality processes and related documentation within the subject and work with / assist the HoD in managing the quality assurance of the subject(s).
To lead the subject's curriculum planning, incorporating whole-college and departmental policies and expectations.
To lead on the development and dissemination of learning, teaching and assessment in the subject in line with college and departmental policies and expectations.
To encourage subject teaching staff to share good practice across the subject, department and whole college where appropriate.
To support the college's PGCE programme and facilitate a trainee within the subject as appropriate.
To support continual professional development of subject staff through the professional review process, ensuring that individual targets are in line with subject and department priorities and subject 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 subject staff and work with the HoD and the HR department when issues arise, including performance management.
To develop procedures within the subject that effectively assess and improve student performance in line with departmental strategies and college policies; identify, communicate with, and support students at risk using college-wide systems for support and monitoring.

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To lead the subject team in inspiring, challenging, empowering and motivating students of all backgrounds and abilities.
To develop processes within the subject 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 subject's curriculum remit, as appropriate.
<b>Subject Management - in consultation with HoD</b>
Manage efficient and effective communication within the subject 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 the subject(s) to potential students.
Manage the student induction, advice and guidance process for the subject.
Manage members of the subject in all aspects of their roles, ensuring all policies are followed, liaising with HoD.
Manage the quality and completion of UCAS proformas across the subject team.
Manage short-term staff absence within the subject, liaising with HOD and HR where appropriate.
Facilitate subject meetings ensuring effective use of Curriculum Planning Time within the structure led by the HOD.
Contribute to wider college meetings as required; representing subject views and acting as a conduit between other college groups and the department team.
Manage the subject to ensure student attendance and engagement is effectively monitored and the referral process used appropriately, reporting to the HoD and liaising with the Senior Tutor when issues need to be escalated beyond the department.
Manage the distribution of classes and make recommendations to the HoD.
Liaise with and support the HoD regarding recruiting, advertising and appointing new staff.
Manage the usage, storage and security of equipment and software.
<b>Financial Management</b>
Manage the resources of the subject, contributing to the ordering process, as required.
Assist the HoD in completing bids for resources on behalf of the subject 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:**

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>