

# NEWHAM COLLEGE LONDON

Job Description	
Job Title	Head of school – English and Maths
Department	English and Maths
Reports to	Assistant Director
Grade	HOS 1-3
Scale & salary	£53,836 - £57,127 (depending on qualifications and experience)
Contract	36 hours per week permanent; 108 teaching hours
Location	All Campuses

## Our Vision & Values

*“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “*

## College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
  - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
  - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
  - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
  - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
  - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

## Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

## Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

## Job Purpose

To hold line management responsibility for a number of curriculum managers and will be responsible for the performance of those curriculum managers and whole performance across the school. The role requires outstanding leadership and management skills to ensure that all staff and are effectively supported, directed and performance managed to improve the learner experience and deliver agreed Key Performance Indicators for the area and contribute to overall college success aligned to the college strategic plan and objectives.

The Head of School is expected to take the lead in developing and delivering outstanding teaching and learning and will act as a role model to all other staff within the designated Curriculum School and across the College. The role includes being part of the college observation team.

The Head of School will manage their curriculum portfolio with the support of Curriculum Managers within their area of responsibility wherever it is delivered and meeting a need; be that on one of our campuses, community venues or employer premises.

The post holder will support and uphold the quality assurance and quality improvement in of the designated Curriculum School, maintaining robust and rigorous systems in line with the college quality framework and its policies as well as acting as “mini nominee” in line with the Ofsted EIF.

The role includes advice and guidance, enrolment to reach enrolment targets along with support for teachers and curriculum managers in local behaviour, attendance, and punctuality monitoring across the area to deliver learner success in its broadest sense.

The role will include a teaching commitment which will be a maximum of 108.

The post holder will contribute to the development and implementation of specialist curriculum pathways in Digital and IT.

The successful candidate will be responsible for leading and further developing the curriculum within the School of Digital Technologies and Professional Services.

## Key duties and responsibilities of a Head of School

### ***School & Staff Management***

1. To ensure that the designated Curriculum School is managed effectively to deliver agreed targets and objectives in line college KPIs and the college five-year strategic plan with a drive a ‘business approach’ approach that identifies opportunities for new curriculum innovation and growth alongside collaboration with employers.
2. To contribute to Directorate curriculum planning to meet the needs of the local people and local and regional economy while ensuring study programmes and AEB courses meet the requirements of funding agencies and audit.

3. To line manage the Curriculum Managers and allocated teaching staff and ensure that they are effectively and efficiently deployed to support the achievement of high learner pass rates and the Curriculum School objectives in line with published college KPIs.
4. Plan for and oversee the proper and effective managements of courses and programmes including timetabling and arrangements for admissions and induction, assessment, student support, work related experience and matters of student discipline according to College policy.
5. To ensure initial, advice and guidance along with diagnostic assessments are carried out and the information is used to plan effective recruitment and support learners to be retained.
6. To manage the budget and resources of the curriculum school as determined by the Director.
7. To develop, plan and deliver the curriculum of the learning area making efficient and effective use of staff, accommodation, and other resources.
8. Working with curriculum managers and HR ensure that service continuity plans are in place, usually cover arrangements.

***Continuously Improving and standards***

9. To ensure the rigorous implementation of designated quality assurance procedures and have management oversight of the self-assessment process and quality improvement plans according to college requirements and deadlines.
10. To manage the performance of staff within the school according to college processes and procedures (induction, probation, performance, appraisal) and address underperformance where necessary.
11. To foster staff development through a learner centred approach to curriculum delivery that develops a lively, current, educationally engaging, and high-quality teaching and learning environment for students via formal and informal observation.
12. To promote and facilitate a culture of continuous professional development and improvement across their School of responsibility including innovation in classroom practices and E-Learning.
13. To ensure that the Curriculum Department is responsive to the views of its students and learner voice via surveys and focus groups to help improve learner experience.
14. To use management information and data to monitor and improve the quality of provision.
15. Leading curriculum managers and lecturers to monitor and improve student enrolment, attendance, retention and achievement through effective tracking and tutorials.

***Teaching, Learning and Assessment***

16. To model best practice in teaching and learning and the use of innovative and creative curriculum delivery. drive up standards of teaching learning within the Curriculum School of the post holder's areas responsibility by demonstrating good practice in their own delivery.
17. To ensure all external and internal verification and assessment policies and procedures are complied with throughout the department to meet awarding body requirements and to maintain/achieve DCS where appropriate.
18. To ensure students are appropriately registered for qualifications and that all awarding regulations for the delivery of assessment are effectively carried out including evidence of appropriate tracking documentation with allocated of qualified IVs and act as an IV in a subject area where needed.
19. To monitor online tracking systems to ensure all students, parents and stakeholders have an accurate and up to date view of student performance, risk, and intervention across the school.

***Collaboration and business development***

20. To identify and manage the development of opportunities for the College in their subject areas ensuring a relevant and flexible portfolio of courses, including provision for local community and businesses as appropriate.
21. Collaborate with other areas of the College as required and to ensure effective delivery of cross -College programmes and partners.
22. To contribute to appropriate marketing and student progression activities.

***General duties***

23. Keep accurate records of school meetings and actions are completed in a timely fashion and monitor course level meetings and course reviews at team level are in place and reviewed.
24. Monitor and review curriculum managers and all teaching staff (includes HPL) within their learning area maintain a tracking sheet of both formative and summative assessment grades for all learners they teach to enable effective monitoring.
25. Ensure effective communication with the Curriculum School by ensuring that plans are communicated and understood and that teams are engaged and motivated to play their part in delivering the College's aims and ambitions.

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26. Receive and use data information for review at school meetings and at review and act based on regular Quality Performance Reviews and associated Quality Improvement Plans or formal Notices to Improve.
27. Further promote, develop, and embed equality of opportunity, prevent discrimination, and maximise the diversity of both staff and students.
28. Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded throughout the Curriculum School and the College.
29. To contribute to the effective management of the college via the College Management team and other relevant forums including duty manager and health and safety commitments
30. Act upon and alert the Deputy Principal and Curriculum Director to any issues of non-compliance with student and team records which breach standards.
31. To work with the Director and the Human Resources department on the recruitment and deployment of staff and completion of appraisals and probationary processes.
32. Ensure the Health and Safety policy and procedures are always followed, and that good practice is embedded throughout all aspects of the Curriculum School and the College by ensuring risk assessments for specialist areas such a laboratories, workshops and salons are up to date.

*This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.*

*Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The salary structure includes progression within the published grades, subject to service, funding, and performance.*

*The work may be carried out in the post described in any of the College's centres but is primarily based at Eastham.*

Person specification: Head of School ~ Digital Technologies and Professional Services

## **Qualifications:**

- To hold qualifications in English and maths at GCSE grade c/4 or above or a Functional Skills Qualification in English and maths at Level 2

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- To be experienced and qualified to at least a degree level or equivalent in information computing or digital subject area specialism
- To hold an assessor and verifier qualification (desirable)

## ***Experience:***

1. A track record of managing staff and teams to the successful achievement of KPIs.
2. Have recent experience or involvement in innovative curriculum development ie T levels and or Higher technical qualifications.
3. Setting a culture of a high expectation of performance ensuring achievement of excellent standards of teaching and learning via observation and staff development and ensuring learner success and progression.
4. Knowledge and understanding of the curriculum and qualifications in the learning area applied for, with teaching experience in the named curriculum area preferable.
5. Experience of developing curriculum areas and the use of innovative approaches to teaching and learning in the curriculum area while including employer voice to meet local skills needs.
6. Managed quality assurance and quality improvement processes to deliver and maintain DCS and improve pass rates over time to exceed national rates.
7. Experience of working with learners, parents, stakeholders and employers to bring about positive outcomes.
8. An understanding of the FE sector and the administrative demands required to ensure the maximisation of student success and deliver financial targets based on effective curriculum design.
9. Delivering high quality teaching and learning activities as a teacher and being and observer manager.

## ***Skills & abilities***

10. "Business driven" approach to work in line with the college values and ethics.
11. An ability to lead, manage and monitor staff ensure high quality service delivery is maintained and improved.
12. Accurate record-keeping, tracking and monitoring across a wide-ranging portfolio in the designated curriculum area maintaining adherence to deadlines.
13. Good budget management including timetabling to maximise staff utilisation.

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14. High levels of competency in use of online systems and suite of MS Office systems including MS Teams.
15. Excellent data analysis skills using a range of MIS reports, notably Proachieve (or similar).
16. Good interpersonal skills to deal with a wide range of internal and external audiences.
17. Accurate writing and spoken communication skills.
18. Passionate advocate of safeguarding, Equality, Diversity, and Inclusion.

**Note:** This person specification is to be read (and implemented) in conjunction with the job roles and responsibilities for the Head of School post.

**Please Note:** Prior to confirming an appointment to the college, individuals are asked to complete a medical questionnaire in order that the College's Medical Health Contractor can ascertain their medical fitness for the post.