



## Job Description

Job Title	Senior Head of School
Department	16-19 English and Maths
Reports to	Assistant Director of Pre16, ESOLY, 16-19 E+M
Salary	£61,167 - £63,769 per annum
Contract	Full time, Permanent.
Location	East Ham, Stratford, IOT.

## Our Vision & Values

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



### College Values

- 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

This role involves leading and managing the English and Maths curriculum for 16-19 learners, with a focus on delivering Functional Skills and GCSE qualifications at the highest standard. You will be responsible for ensuring that the curriculum is effectively implemented, continually reviewed, and developed to meet the needs of learners, preparing them for progression into further education, employment, or apprenticeships.

You will report directly to the Assistant Director, taking accountability for the overall performance of the school. This will involve setting strategic goals, managing resources efficiently, and ensuring that the school meets or exceeds agreed Key Performance Indicators (KPIs). A critical aspect of this role is ensuring that all staff, across multiple campuses, are effectively supported, directed, and performance managed. You will need to provide leadership that fosters collaboration and drives high performance, while also identifying areas for professional development to strengthen the team's capability.

As Senior Head of School, you will be tasked with leading on the development and delivery of outstanding teaching and learning practices. This includes embedding a culture of continuous improvement, encouraging innovative teaching methods, and acting as a role model for all staff across the College. You will be expected to inspire and mentor staff, ensuring that high expectations for learner outcomes are consistently met.

In addition, you will play a pivotal role in the quality assurance and improvement processes within the school. You will be responsible for ensuring that rigorous quality systems are in place and aligned with the college's quality framework and Ofsted's Education Inspection Framework (EIF). This includes leading on curriculum development, assessment strategies, and monitoring teaching quality to ensure robust delivery across all learning environments, whether on campus, in the community, or with external partners.

The role also requires you to manage and monitor learner behaviour, attendance, and punctuality across the provision, implementing strategies to improve these key areas to ensure learner success. You will be expected to analyse data, identify trends, and put action plans in place to address areas of concern, ensuring a proactive approach to tackling challenges.

In addition to your leadership responsibilities, you will be expected to carry a teaching commitment of up to 108 hours annually, ensuring that you remain actively engaged in the learner experience and maintain firsthand insight into classroom challenges and successes.

This role demands a strategic, solution-focused leader who can adapt to evolving educational demands, maintain high standards across the provision, and lead the team in achieving exceptional outcomes for learners.



## Key duties and responsibilities of a Head of School

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

1. To ensure that the 16-19 English and Maths School is managed effectively to meet agreed targets and objectives, aligning with the college's Key Performance Indicators (KPIs) and five-year strategic plan. This includes driving a business-focused approach that identifies opportunities for new curriculum innovations and growth, while fostering collaboration with employers to enhance learner progression and real-world application of skills.
2. To contribute to the curriculum planning of the 16-19 English and Maths School within the Directorate, ensuring that programmes meet the needs of local communities and the regional economy. This includes ensuring that all courses align with the requirements of funding agencies and meet audit standards, while also addressing the evolving needs of learners and employers.
3. To line manage the Curriculum Managers and allocated teaching staff within the 16-19 English and Maths School, ensuring their effective and efficient deployment to support the achievement of high learner pass rates. This role will also involve aligning their efforts with the school's objectives and published college Key Performance Indicators (KPIs) to drive overall success.
4. Plan for and oversee the proper and effective managements of courses and programmes including timetabling and arrangements for 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 16-19 English and Maths School as determined by the Assistant Director, ensuring that financial resources are allocated effectively to support curriculum delivery and enhance learner outcomes. This includes monitoring expenditures, optimizing resource allocation, and ensuring compliance with the college's financial policies.
7. To develop, plan and deliver the curriculum of the learning area making efficient and effective use of staff, accommodation, and other resources.
8. To collaborate closely with the other Schools to ensure that all processes within the 16-19 English and Maths School are standardized and that a cohesive team approach is maintained across all aspects of the work. This will involve fostering effective communication and collaboration to enhance the overall learner experience and support community engagement initiatives.



9. Support College initiatives and aspirations to achieve Net Zero carbon.

### **Continuously Improving and standards**

10. 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.
11. To manage the performance of staff within the school according to College processes and procedures (induction, probation, performance, appraisal) and address underperformance where necessary.
12. 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.
13. 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.
14. 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.
15. To use management information and data to monitor and improve the quality of provision.
16. Leading curriculum managers and lecturers to monitor and improve student enrolment, attendance, retention and achievement through effective tracking.

### **Teaching, Learning and Assessment**

17. 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
18. 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.
19. 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.

20. 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**

21. 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.
22. Collaborate with other areas of the College as required and to ensure effective delivery of cross-College programmes and partners.
23. To contribute to appropriate marketing and student progression activities.

### **General duties**

24. 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.
25. 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
26. 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.
27. 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.
28. Further promote, develop, and embed equality of opportunity, prevent discrimination, and maximise the diversity of both staff and students.
29. Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded throughout the Curriculum School and the College.



30. 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
31. Act upon and alert the Assistant Director and/or Vice Principal to any issues of non-compliance with student and team records which breach standards.
32. To work with the Director and the Human Resources department on the recruitment and deployment of staff and completion of appraisals and probationary processes.
33. 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 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.**



## Person specification: Head of School

### **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
- To be experienced and qualified to at least Level 4 in the relevant 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. 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.
3. Knowledge and understanding of the curriculum and qualifications, with teaching experience in the named curriculum area preferable.
4. 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.
5. Managed quality assurance and quality improvement processes to deliver and maintain DCS and improve pass rates over time to exceed national rates.
6. Experience of working with learners, stakeholders, and employers to bring about positive outcomes.
7. 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.
8. Delivering high quality teaching and learning activities as a teacher and being an observer manager.

### **Skills & abilities**

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



12. Good budget management including timetabling to maximise staff utilisation.
13. High levels of competency in use of online systems and suite of MS Office systems including MS Teams.
14. Excellent data analysis skills using a range of MIS reports.
15. Good interpersonal skills to deal with a wide range of internal and external audiences.
16. Accurate writing and spoken communication skills.
17. Passionate advocate of safeguarding, Equality, Diversity, and Inclusion.