**JOB SPECIFICATION**



|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Head of Greenspace | Curriculum |
| **SALARY** | **BENEFITS** |
| £34,607 - £46,455 per annum relating to qualifications and experience | Teachers’ Pension40 days holiday plus Bank Holidays. Plus up to 5 days at the discretion of the Principal to be taken between Christmas and New Year.  |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Principal Further Education | Staff allocated to the learning area |
| **KEY TASKS AND RESPONSIBILITIES** |
| * To be responsible for the planning, quality, organisation and development of the College’s portfolio of courses in the respective learning area.
* To provide academic leadership and co-ordination for the subject discipline at Myerscough and the College’s other campuses.
* To have direct responsibilities for staff management and recruitment of suitably qualified staff for the respective academic area.
* Recruitment, retention and achievement of students in the learning area.
* To have responsibilities for curriculum planning and costing for efficiency, timetabling and staff organisation and utilisation to agree contractual obligations.
* To have direct responsibility for the income and expenditure budgets for the learning area.
* The main focus of the Head of Area position is the academic leadership and management of the respective learning area. This will cover Research, Higher Education, Further Education, the 14-16 curriculum and courses for industry and employer engagement that are commercially viable. The Head of Area will have direct responsibility for academic quality standards and achievement in the learning area.
 |

|  |
| --- |
| **DUTIES** |
| **Leadership and Management*** To provide academic leadership for the subject discipline at Myerscough and the College’s other centres. This will include external liaison with professional bodies, universities and the relevant industries.
 |
| * To be responsible for the achievement of targets for course recruitment, retention and achievement.
 |
| * Engage with external organisations to capitalise on good practice and promote a shared culture of continuous quality improvement throughout the college.
 |
| * Support Ofsted inspection, Office for Students/Quality Assurance Agency Review, Matrix accreditation, Landex Reviews, TEF submissions and other inspection / audit / accreditation activity and peer reviews.
 |
| * Work with senior and other managers and College staff to ensure that the College is an inspirational institution, which sets the highest standards through the ethos of continuous quality improvement maintaining agreed College values and the College Strategic Plan.
 |
| * Work collaboratively with other managers and all members of the senior management team in delivering college targets and priorities which may include involvement in drawing up ambitious and innovative courses in line with College strategic plan and Local Improvement Skills Initiative.
* Utilise industrial and other market intelligence software to match the curriculum offer under OFSTED “Intent” planning to match the industrial strategy locally, regionally and nationally providing the labour force for the future.
 |
| * Maintain and enhance the College profile, reputation and performance through collaborative partnerships locally and where appropriate to do so, also regionally and nationally.
 |
| * Lead and support the marketing initiatives of the College to market courses within the learning area.
 |
| * To manage the pay and non-pay income and expenditure budgets for the learning area.
 |
| * To lead the drive to improve quality standards in the learning area and to ensure the very high quality expectations are maintained in the subject discipline at Myerscough and the College’s other centres.
 |
| * To conduct effective line management of the staff team, including supporting and leading the recruitment of high calibre staff. This will involve target setting and staff review, the conduct of lesson observation and the provision of the relevant support for staff. The Head of Area will be responsible for the efficient and effective utilisation of staff, and their standard of work and conduct.
 |
| * To plan and allocate staff and physical resources at Myerscough in a manner which makes optimal use of resources to deliver high quality education and training. This will involve responsibility for curriculum planning and the development of timetables.
 |
| * To ensure physical resources are serviced and maintained to a high standard. To be responsible for the health and safety of staff and students both on campus and whilst on off campus activities.
 |
| **DUTIES** |
| **Leadership and Management (continued)** |
| * To support the delivery of courses in the relevant subject discipline at the College’s other centres where applicable. This will include liaison with the relevant Heads of Centres, the organisation of relevant internal verification, as well as standardisation of quality processes, ensuring that external quality assurance processes are properly and professionally met to the highest standard.
 |
| * Ensuring a positive and high quality student experience, including considered design of FE and HE programmes that include employability and personal development opportunities.
 |
| * To work with the Assistant Principals of Curriculum for FE and HE and the Director of Quality to ensure that the portfolio of courses is delivered effectively and to the high quality standards the College requires.
 |
| * To develop full cost course activity and employer engagement for the subject discipline including the organisation of the subject technical advisory board.
 |
| * To participate in inspections and audits when these are initiated either internally within the College or by external bodies.
 |
| * Manage all teachers to meet annual Continuing Professional Development (CPD) requirements.
 |
| **Strategy and Policy** |
| * To work closely with the Director of Quality & Performance to ensure that observation of teaching and learning reporting systems and targets are consistent across the College and are owned and understood by teaching teams.
 |
| * Oversee the development and implementation of relevant policies, procedures and quality initiatives linked to teaching and learning.
 |
| * Support and develop the SAR process.
 |
| * Develop and support the college’s data and MIS reporting capabilities to provision of accurate, relevant and timely management information.
 |
| **Teaching, Learning and Assessment** |
| * Manage the quality assurance of teaching, learning and assessment to ensure continuous improvement and a positive and dynamic learning culture permeates the provision.
 |
| * Through proactive data monitoring and analysis, identify and implement improvements in teaching and learning and outcomes in liaison with the Director of Quality & Performance.
 |
| * To ensure that development priorities are identified and actioned, providing CPD to support teaching and learning priorities.
 |

|  |
| --- |
| **DUTIES** |
| **Teaching, Learning and Assessment (continued)** |
| * Create and sustain a culture of curriculum excellence, innovation and delivery that provides for exceptional teaching and learning across the College.
 |
| * To support the recruitment of new teachers by involvement in both the pre-interview tasks and the interview process itself, as required.
 |
| * As part of the role an agreed amount of teaching will be required in order that the Head of Area retains and implements current teaching principles.
 |
| * Actively bid for and manage externally funded projects that drive forward teaching, learning and assessment.
 |
| **Stakeholder Voice** |
| * Work proactively with the Quality leads to plan and develop stakeholder feedback systems including student surveys and focus group, staff surveys and the associated responses and action plans to maintain a listening and responsive culture.
 |
| **Quality Improvement** |
| * Work with the Director of Quality and Performance to deploy and support the Teaching and Learning coaches to ensure appropriate support, management and intervention across all Quality Assurance processes and procedures with academic staff.
 |
| * Work with the Director of Quality and Performance to drive Performance Management through monitoring meetings and agendas and oversee cause for concern and improvement notice requirements.
 |
| * Effectively use solution focussed approaches and activities to drive continual quality improvements across curriculum.
 |
| * Actively participate in external reviews and other related standards to ensure that accurate and comprehensive evidence of teaching and learning performance is presented.
 |
| * To help raise the profile of the learner’s voice and engagement ensuring that it is a natural part of the quality improvement process and informs curriculum developments to improve teaching, learning and assessment strategies, policies and practices.
 |
| * To take a lead with the enhancement and use of the college monitoring systems and management informationsystem ensuring all staff teams are supported and proactive in its use.
 |
| **Digital Skills in the Organisation** |
| * Support the management and development of a whole-organisation approach to interactive e-learning that encourages staff and learners to become independent users of ILT.
 |

|  |
| --- |
| **DUTIES** |
| **Digital Skills in the Organisation (continued)** |
| * Work with the Digital Learning and Skills manager to actively develop and promote systems and processes around ‘digital literacy’ ensuring it is a recognised agenda for the College.
 |
| * Support strategic decisions about the digital environment ensuring they are made with full consideration and consultation with students and student-facing staff.
 |
| * Work with the Digital Learning and Skills manager to ensure ILT developments exceed national expected standards and contribute to enhancing the student experience and College reputation.
 |
| * Support a whole-organisation approach to digital learning that encourages staff and learners to become independent users of technology enhanced learning.
 |
| * Work collaboratively with the Advanced Teaching Practitioners to identify and embed industry best practice in technology enhanced learning into teaching, learning and assessment.
 |
| * Work proactively with the Continuous Professional Development and Digital Learning and Skills Managers to provide inspirational and appropriate training for teaching staff that encourages them to embrace technology enhanced learning in providing highly effective learning opportunities.
 |
| * Help develop a culture of support and appropriate learning environments that encourage staff and students to experiment with information learning technology and establish new practices.
 |
| * Work with the Teacher Learning Coaches and Digital Learning and Skills team to use research-informed decisions on technology enhanced learning to ensure cost-effective deployment of new equipment and/or techniques.
 |
| **Continuous Professional Development (CPD)** |
| * Work in collaboration with HR & CPD to ensure there are regular opportunities for staff engagement and support linked to staff individual need, performance review and feedback.
 |
| * Work with the Teacher Learning Coaches and other managers to identify good practice internally and externally and ensure this is shared throughout the organisation through multiple communication channels.
 |
| * Actively promote and embed the Professional Standards for Teaching and Training – England within the College, including the professional values, attitudes, knowledge, understanding and skills.
 |

|  |
| --- |
| **DUTIES** |
| **Freedom, Respect, Equality, Diversity, Inclusion & Engagement** |
| * Support equality, diversity and inclusion strategies across the College to promote and advance equality, diversity and inclusion, supporting teams to understand and remove any barriers and address any gaps in teaching, learning and assessment strategies, participation and achievement.
 |
| **GENERAL DUTIES** |
| * You role model and promote the College values:
* **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
 |
| To promote Equality, Diversity and Inclusion at every opportunity. |
| Lead and advance the FREDIE principles. |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.)  |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |
| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. |
| Maximise effective use of time and personal ability.  |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed 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 support this aim and its implementation pro-actively. |
|  |

|  |
| --- |
| **DUTIES** |
| Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role.  They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility. |
| Ensure all accidents and near misses are recorded and reported following College procedures. |
| Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also.  He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

 (PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI)Highly motivated with a commitment to succeed (A/I) |  |
| ***Attainments*** |
| Degree in related subject (A)Experience in the Greenspace Industries (A/I/P)Experience in the Further/Higher education sector. (A/I/T/P)Teaching Qualification e.g. PGCE / Cert Ed (A/I)GCSE, or equivalent, English & Maths grade C or above (A/I) | Postgraduate qualification in a related subject (A)Experience in the Greenspace industry (A/I)A1 Assessors award or equivalent (A) |
| ***General Intelligence*** |
| Ability to lead and manage a team of academic staff (A/I/T/P) |  |
| ***Special Aptitudes*** |
| Leadership/ communication skills and the ability to motivate a team (A/I/T/P)Significant amount of teaching experience and knowledge of developments in teaching and learning (A/I/T/P) |  |
| ***Interests*** |
| Interest in subject discipline (A/I)Interest in the work and achievement of students (A/I)Interest in relevant aspects of their programme area and related quality issues (A/I) | Involved in subject industry (A/I)Empathy with education (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Good communication skills (I)Approachable (I)Person centred approach (I)Capable of developing the performance of team members (I) Ability to recognise the importance of recruitment, retention and achievement (A/I) |  |
| ***General*** |
| A good understanding of “safeguarding” and its importance within the College \* (A/I)A good understanding of health and safety requirements of a working environment (A/I)A good understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Head of Area | Curriculum |
| **SALARY** | HOURS OF WORK |
| £34,607 - £46,455 per annumrelating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days holiday plus Bank Holidays. Plus up to 5 days at the discretion of the Principal to be taken between Christmas and New Year.  | Teachers’ Pension SchemeUp to £27,047.99 pa 7.4% Employee£27,048 - £36,410.99 pa 8.6% Employee£36,411 - £43,171.99 pa 9.6% Employee£43,172 - £57,216.99 pa 10.2% Employee£57,217 - £78,022.99 pa 11.3% Employee£78,023 and above pa 11.7% Employee23.68% EmployerYou will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). |
| **COLLEGE VALUES** |
| * You role model and promote the College values:
* **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do

***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** |

**DBS UPDATE SERVICE**

|  |
| --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
 |