



JOB DESCRIPTION

Head of Department: Access to Higher Education
(Access to HE) and Higher Education (HE)



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Head of Department: Access to Higher Education
(Access to HE) and Higher Education (HE)

REPORTING TO: Director of Curriculum

RESPONSIBLE FOR: The management and quality of all curriculum
provision

GRADE: Competitive Salary
Leadership & Management 42 - 45

KEY RESPONSIBILITIES

1. To lead on and oversee all aspects of Teaching, Learning and Assessment with responsibility for ensuring a consistently high learning experience at all levels, across all aspects of the college's provision.
2. To lead on the embedding of professional standards for Teaching, Learning and Assessment across the organisation
3. To lead on professional development related to Teaching, Learning and Assessment, strategic and individual, staff training and development needs.
4. To create and sustain a culture where learning and learning about learning is valued, understood and applied in practice throughout the organisation.

MAIN RESPONSIBILITIES

1. Deliver an outstanding overall learner experience, which engages, inspires and prepares learners for their next level of study and/or world of work.
2. Develop and continue to evolve a responsive, relevant, curriculum offer in partnership with internal and external stakeholders and partners. This will

- include expanding the college's FE and HE offer through curriculum design and innovation.
3. Implement a lean, effective and efficient resource model to support the delivery of the college's approach to teaching and learning including for example; optimised timetabling; staff utilisation across the curriculum area(s) of responsibility; and, in the use of learning technologies to support social and self-directed learning
 4. Work with colleagues across the college to ensure we are providing necessary safeguarding support for learners
 5. Support with the forecast and deliver against agreed budgets for delivery of teaching and learning; work with the Director of Curriculum to support the preparation of robust accurate finance reports
 6. Identify and contribute to the development of applications for funding, and new initiatives and where appropriate, lead and manage projects
 7. To contribute to the College's SAR/QIP process and subsequent validations including monitoring targets at all levels.

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Qualified teacher (Level 5 teaching qualification or equivalent to FE)	E
	A relevant first degree any relevant professional qualifications	E
	A*- C in Maths and English or Equivalent qualifications	E
Previous experience/job knowledge	A track record of managing a range of curriculum within a Further Education (FE) environment.	E
	A track record of managing a range of curriculum within a Higher Education (HE) environment.	E
	Experience of leadership and management of staff	E
	Strong knowledge of the Ofsted Education Inspection Framework and experience of the inspection process at a Curriculum and Department levels	E
	Strong knowledge of the QAA (Quality Assurance in HE) and experience of the inspection process.	E
	Demonstrable experience of delivering outstanding teaching and learning or relevant industry experience	E
	Ability to inspire and engage learners to achieve their full potential and a passion for teaching and learning.	E
	Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities including British values.	E

	Experience of administration and organisation to ensure the achievement of deadlines	D
	Experience of continuous quality improvement	E
	Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression	E
	Experience of innovative curriculum development in both Further Education and Higher Education	E
Skills (Competencies and Aptitudes)	An ability to engage and motivate individuals to deliver high performance outcomes in both Further Education and Higher Education environment	E
	Good analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.	E
	An ability to support the creation and management of curriculum budgets and profit and loss accounts in a further education environment.	E
	Good communication and presentation skills, written and verbal	E
	Demonstrable commitment to equality and diversity, showing a desire to challenge inequality and promote diversity	E
	Ability to commit to a flexible approach to hours and duties	E
	Ability to react flexibly under pressure and to work to tight deadlines.	E
	Ability and willingness to undertake continuous professional development	E