Job Description and Person Specification

Head of Learning in STEM

Team: Engineering & Green Technologies

Reports to: Vice Principal

Location: Chichester

Job Purpose

- To lead a high performing, efficient learning area, ensuring outstanding levels of retention, engagement and success alongside high levels of student/customer and staff satisfaction.
- To deliver an annual set of KPIs as agreed with the Vice Principal.
- To set, promote and support high standards of teaching, learning and assessment within the curriculum cluster, producing high standards of student achievement, progression and value added.
- To identify and lead quality improvement activities, in partnership with the CCG Quality team, to support the curriculum cluster needs and promote innovative and creative learning and development opportunities.
- To inform and lead the strategic growth of the curriculum cluster in all areas of provision (including FE, HE/L4/L5+, apprenticeships, Adults and commercial) in line with CCG's curriculum strategy, intent statements and accountability agreement.
- To promote the strong, positive reputation of the curriculum cluster, the College and the College Group, through relationships with our communities; external stakeholders, schools, employers and parents.
- To adopt a coaching approach to work collaboratively and innovatively with staff to ensure a culture of reflection, creativity, risk-taking and curiousity through self-assessment and continuous improvement.
- You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Key Responsibilities

- To lead and manage staff, finances, management information and resources within the curriculum area, in accordance with our College Group's core values, behaviours, policies, procedures and regulations and in pursuit of a high quality, effective and efficient provision.
- To manage day-to-day operations of the curriculum cluster, raising the quality of the learning experience of students and their levels of satisfaction.
- To research and develop the curriculum offer to meet the developing needs of students, employers, and the local community, taking into account changing legislative requirements including curriculum reform, Ofsted and the local skills improvement plans (LSIPs).

- To participate in the College Group's 'Proud to be' approach to student behaviour management to support students to attend, engage, progress achieve to the best of their ability.
- To lead, inspire and enable the expectations of the highest standards of teaching, learning and assessment within the curriculum cluster, ensuring that all students develop knowledge, understanding, skills and abilities within a secure, challenging and stimulating educational environment.
- To ensure that target enrolments and budgets are met, high standards of teaching and learning are reached and maintained, and student retention and achievement are maximised across all provision and groups within our student community.
- To enhance and improve the quality of delivery, in partnership with the College Group's Quality team and quality assurance systems and ensure all evaluation and verification documentation are appropriately maintained, to strengthen the culture of self-assessment and continuous improvement.
- To generate sustainable income through commercial course offer and curriculum related opportunities.
- To lead and support the area through any change initiatives.
- To communicate effectively with all staff across the College Group and with external stakeholders.
- To support the development of staff knowledge, skills, team building, participation, motivation, job satisfaction and performance through a coaching approach.
- To make a significant contribution to the College's planning, marketing and promotional activities to recruit to target in own curriculum cluster.
- To be an active member of the management team and to communicate and, implement operational plans through regular team meetings and other approaches within the areas of responsibility.
- To be an excellent ambassador for the College and the College Group with the capacity to enhance opportunities for partnership work and meeting the needs of our College communities and region.
- To undertake cross-College activities to support other areas and teams.
- To lead, encourage and support innovation, risk taking and use of technology to enhance curriculum delivery, engagement and learning.
- To act as a role model by constructively challenging and positively promoting equality, diversity and inclusion within the curriculum and the College community.
- To lead and manage the curriculum cluster contribution to sustainability within curriculum delivery to support CCG's focus on the green agenda and sustainability.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Further Education curriculum delivery planning and administration	Essential	Application Form/ Interview/ Presentation
A proven record of promoting teaching, learning and assessment to a consistently high and outstanding standard	Essential	
Relevant industrial experience within an area of subject specialism	Essential	
Responsibility for leading and managing a team	Essential	
Managing a budget and physical resources	Essential	
Working with A level and Vocational Curricula	Essential	
Working with external organisations	Desirable	
Knowledge		
Up to date knowledge of curriculum and teaching and learning, proven through continuing professional development	Essential	Application Form/ Interview/ Presentation/ Assessment
An understanding of contemporary educational and societal issues that impact student engagement with education and their learning	Essential	
An understanding of Equality Act 2010, safeguarding obligations and health and safety, relating to students and curriculum delivery	Essential	
Relevant awarding body criteria and assessment structures and how to obtain scheme approval	Essential	
A current knowledge of ESFA funding guidance and course costing to design and plan curriculum provision	Essential	
Microsoft Office applications, use of student records systems and virtual learning environments	Essential	
Application of digital technology to learning	Essential	
An understanding of available funding methodology	Desirable	
Working knowledge of teaching qualifications for the post 16 learning and skills sector in England	Desirable	

Qualifications		
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Essential	Application Form/Certificates
A level 3 qualification relevant to the area of teaching expertise	Essential	
Coaching/Mentoring qualification, or willingness to work towards	Essential	
Level 2 literacy, numeracy and ICT	Essential	
Assessor/Verifier awards	Desirable	
A level 4 qualification	Desirable	
Qualified Teacher Learning and Skills (QTLS) status	Desirable	
Management qualification	Desirable	

Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/Interview/ Presentation/ Assessment
High degree of personal presentation and customer care skills	Essential	
Coaching and mentoring skills	Essential	
Practical problem solver, with decision making skills	Essential	
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Ability to use a wide range of technologies to support effectiveness in the job as well as enhancing teaching, learning and assessment	Essential	
Innovative, forward thinking	Essential	
Ability to manage behaviour that challenges	Essential	

Attributes		
Flexible in approach	Essential	Interview/PPA
Innovative and creative in meeting the needs of learners, customers and staff	Essential	
A commitment to ensuring quality of provision and support for all students and staff	Essential	
High levels of emotional awareness to best support the needs of your team and student community	Essential	
Self-motivated	Essential	
Able to lead others while retaining the ability to be part of a team	Essential	
Exemplar role model of the core values on day to day basis	Essential	
Dedicated to supporting staff and students through the process of change	Essential	

Other Requirements		
To undertake continuing professional development	Essential	Interview/ Checks and Clearances
Ability to travel between campuses and also for Group business	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	
To obtain a higher level leadership/coaching qualification	Desirable	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Salary range:	£57,118 - £62,421 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 40 days per annum, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.