

HEREFORDSHIRE, LUDLOW & NORTH SHROPSHIRE COLLEGE

Job Description and Person Specification

#### HEAD OF FOUNDATION STUDIES

## MANAGED BY

Vice Principal for Faculty of Technology Studies

## RESPONSIBLE FOR

All staff who belong to the Team:

* Full-time and fractional lecturers
* Hourly paid lecturers
* Support Staff

## JOB SCOPE AND PURPOSE

This post is designed to provide effective leadership of the Foundation Studies Curriculum Area.

The Foundation Studies curriculum consists of Entry Level and Level 1 programmes in Employability Skills and Skills for Life, as well as Entry Level and Level 1 vocationally based programmes designed to progress students into other curriculum areas such as Construction, ICT, Health & Social Care, Land-Based Studies and Catering. All programmes include the delivery and embedded development of personal and social development skills, communication and employability skills and basic English and maths skills to mainly full-time students aged 16 to 18.

The objective of all programmes is to progress students onto further learning or employment. Students are typically those who have not achieved at school and who come from disadvantaged backgrounds and therefore present with learning, social or personal difficulties. There is a high proportion of students with High Needs, EHCPs or who are LAC

The success of this outstanding area of provision is based on a culture of strong personal tutoring and mentoring, with staff prepared and willing to “go that extra mile” is supporting students. In addition to providing leadership and support for the curriculum team, the Head of Foundation Studies will be required to work pro-actively and constructively with internal and external professionals, such as the Student Services, Learning Support and Safeguarding teams, and the Local Authority Social Care and Education departments, as well as parents and carers.

The role is based at our Hareford campus and will include a teaching commitment within the curriculum area, based on the successful candidate’s relevant qualifications and experience.

## MAIN DUTIES AND RESPONSIBILITIES

The College is committed to safeguarding, including the Prevent Duty, and promotes the welfare of all learners, including equality and diversity, and expects all staff to share this commitment

This post is of strategic importance to the success of the College in achieving its mission: ‘Success for our Students.’

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is expected.

# Curriculum

* To lead the relevant delivery teams in the effective design and implementation of the curriculum offer, to include review of existing provision and development and implementation of new curriculum in response to changing demand and external requirements.
* To promote excellence in all aspects of curriculum management, development and innovation.
* To attend appropriate training and other events in order to remain up to date with issues and developments relevant to the role and the curriculum offer.
* To work with the Marketing Department to effectively market the curriculum offer. To include production of accurate information for College publications and effective marketing at College open evenings, other public events, school visits, employer forums etc.

**Quality Assurance**

1. In liaison with the Vice Principal for the Faculty, Student Services and other relevant departments, to ensure that the delivery team provides the highest possible quality learning experience for students. This includes undertaking learning walks and lesson observations as part of the College’s quality procedures.
2. To ensure that all staff comply with and follow the relevant College Quality policies and procedures as well as those required by external bodies such as awarding organisations etc. e.g. course documentation, course files, assessment, verification and any other associated administration
3. To monitor Performance Indicators for the curriculum area, measuring and reporting on recruitment, retention, achievement and progression, and to review these regularly in order to effect continual improvement. This will include attendance at regular quality review meetings with senior managers as well as the writing and updating of the annual Self Assessment Report and interim quality reports for your curriculum area.
4. To ensure that all students receive the best quality learning experience and support possible in order that they can achieve their potential. This means building on systems of student support and guidance and existing good practice in learning delivery. It also means identifying poor practice where this might occur, and ensuring improvement.

**Teaching, Learning and Student Support**

1. To teach one or more subjects within the curriculum area, as relevant to your own expertise, according to the College’s remission policy (up to a 50% teaching commitment)
2. To be able to lead by example as a highly effective and inspiring teacher who achieves outstanding results in terms of both achievement and retention
3. Ensure compliance with the student disciplinary procedures in cases of student misconduct
4. Ensure the maintenance, improvement and adherence to College quality and administrative systems in respect of teaching & learning.
5. To guide and counsel students whenever necessary and to maintain a pastoral care role, which may include acting as a personal tutor.
* To ensure equality of opportunity for all students in line with College policy, and to implement and progress the College’s approach to inclusivity.
* To ensure that feedback from students is actively sought and collated, according to the College’s Student Survey procedures and to respond as appropriate to the feedback supplied as part of the continuous improvement process.
* To ensure full and effective recording and collection of student information to satisfy internal and external requirements.

# Management of Staff & Resources

1. To lead, motivate and support all relevant staff as required, including oversight of effective induction and support processes for new staff. To undertake an annual appraisal of all relevant staff in order to support their continuous professional development and to ensure that all relevant staff are suitably qualified for the roles and tasks they are being asked to undertake.
* To oversee deployment of the curriculum area staffing and budgetary resources in the most effective and efficient manner to ensure agreed targets are met. This will include the production and co-ordination of timetables to ensure the effective and efficient utilisation of staffing and other resources, as part of the ongoing planning cycle each year.
* To support the Vice Principal in addressing any cases of unacceptable work performance or misconduct of staff within the curriculum area, according to College policies and procedures.
* To participate fully in the recruitment and selection of new staff within the curriculum area, ensuring that they are fully inducted and supported and fully and effectively deployed.
* To ensure that the College’s financial regulations and procedures are adhered to by all relevant staff.
* To ensure that College employment policies and procedures are adhered to by all relevant staff.

# Health and Safety

* To make sure that all staff and students are made fully aware of relevant health and safety issues and adhere fully to College policies and procedures.

**Safeguarding and Equality and Diversity**

* To comply with and follow the college’s safeguarding policies and procedures and to ensure such policies and procedures are effectively communicated to, understood and adhered to by staff
* To ensure that all staff are trained in safeguarding and child protection and are aware of their own responsibilities.
* To work with fellow managers to ensure that a safe environment is maintained where students feel safe and are aware of policies and procedures in place.
* To ensure that Equality and Diversity is embedded within the curriculum offer and that staff are trained to the relevant level.

**Staff Development**

* To undertake mandatory safeguarding and equality & diversity training, as well as other mandatory or recommended training / CPD.
* To participate in knowledge and skills updating to meet identified institutional, sector or personal needs.
* To participate in staff appraisal, including lesson observation.

**PERSON SPECIFICATION**

# Qualifications

### Essential

* A teaching qualification

### Desirable

* A management qualification
* A higher education qualification
* A relevant professional qualification
* Assessor and / or IV qualification(s)

# Work Experience

### Essential

* Teaching experience in a relevant educational establishment
* Curriculum or Course Management experience in a relevant educational establishment

# Knowledge

### Essential

* A good working knowledge of the further education sector, including qualifications and funding systems.
1. A clear understanding of the needs of students and how these may be met

# Personal Qualities

### Essential

* Vision and enthusiasm for the future of the College, the Faculty and the Team.
* A strong commitment to the success of the College, the Faculty and the Team.
* The ability to teach to a high standard and provide a good learning experience for students.
* The ability to represent the College in the external community.
* Good written and oral communication skills.
* Good numerical and analytical skills
* Sound organisational and administrative skills
* A good level of computer literacy
* The ability to resolve effectively operational challenges and difficulties which will require a proactive approach to management
* The ability to work and achieve results under pressure and to target by the required deadline.
* The ability to work effectively as a key member of the Faculty Team and abide by majority decisions.
* A commitment to adhere to all College policies and procedures.
* The ability to inspire and motivate others to succeed.
* Good people management skills, including the ability and willingness to congratulate and reward success and confront and resolve poor performance or misconduct.
* The ability to manage all resources effectively within budgetary constraints.
* Energy, stamina and a good sense of humour