

**Job title:** Head of Subject

**Responsible to:** Head of Faculty

### **Professional Duties**

Prioritising the safeguarding of all students and participating in training on safeguarding matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

### **Responsible for:**

#### **1. Staff**

- i) Inducting, leading and supporting members of the team.
- ii) Working with the Staff Development Officer and Head of Faculty to provide appropriate training.
- iii) Conducting professional review of members of the staff team.
- iv) Delegating responsibilities to members of the team appropriately
- v) Identifying and disseminating good practice.

#### **2. Students**

- i) Monitoring and evaluating the performance of students
- ii) Overseeing and monitoring the guidance and support provided to students in the subject, including the Progress Review process

#### **3. Curriculum**

- i) Developing and updating schemes of work and other learning resources, including online resources, to support students in their learning.
- ii) Meeting the learning needs of individual students via suitable differentiation and workshop provision.
- iii) Keeping up to date on new course and syllabus/specification developments in the subject area.

#### **3. Quality Assurance**

- i) Providing a clear and consistent department assessment policy and marking schemes
- ii) Implementing the annual self assessment cycle and other quality assurance procedures, e.g. External Quality Review, within the subject area.
- iii) Monitoring the subject targets and standards set out in the College Operational Plan and Subject Development Plan.
- iv) Carrying out the tasks detailed in the annual quality checklist.

- v) Linking with Head of Faculty and Internal Quality Review Assistant in the monitoring of the lesson observation cycle

#### 4. **Planning**

- i) Formulating sharing and monitoring the Subject Development Plan.
- ii) Advising the Head of Faculty on planning needs.

#### 5. **Promotion and Liaison**

- i) Participating in liaison activities with partner schools and other colleges, including membership of the interview team.
- ii) Promoting the subject via open evenings, visits, displays, subject pamphlets and other suitable means.

#### 6. **Careers advice and HE links**

- i) Providing subject specific careers advice.
- ii) Liaising with College careers team.
- iii) Keeping abreast of subject developments in HE for the benefit of current students.

#### 7. **Resources**

- i) Managing the educational supplies and equipment budgets for department.
- ii) Ensuring safe and effective use of subject accommodation and equipment within the requirements of the College's Health and Safety Policy, including Risk Assessments.

#### **In addition:**

- 1) Remission according to the role
- 2) A contribution to the College Activities programme where possible.
- 3) Responsibility for a tutor group (see job description).
- 4) Other duties as reasonably directed by the Principal.

February 2019

## Post: Head of Subject

Category	Essential	Desirable	Ascertained by:
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in relevant subject</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> </ul>	Application form/certificates
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Successful teaching career in the target subject</li> <li>• Good classroom management</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Leading a team</li> <li>• Experience of teaching 16-19 year olds</li> </ul>	Application form/interview/references
<b><u>Special Knowledge and Training</u></b>	<ul style="list-style-type: none"> <li>• Good knowledge of subject</li> <li>• To display a commitment to the protection and safeguarding of children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the FE sector particularly Sixth Form colleges</li> </ul>	Application form/interview/references
<b><u>Additional Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal</li> <li>• Excellent organisational skills</li> <li>• Ability to be a good pastoral tutor (if full time)</li> <li>• Ability to lead, motivate and inspire students and staff</li> <li>• Ability and willingness to lead a team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be a good pastoral tutor</li> </ul>	Application form/interview/references

	<ul style="list-style-type: none"> <li>To display a commitment to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</li> </ul>		
<u>Other</u>	<ul style="list-style-type: none"> <li>Willingness to attend training courses and network meetings</li> </ul>		Interview/references

**Note: 'Interview' may include an observed lesson, a presentation and/or separate discussions with other potential team members/colleague.**