

JOB DESCRIPTION – SUBJECT AREA HEAD

Key Tasks and Responsibilities:

To be responsible for the management of the department and will be expected to teach a full time-table:

1. Strategic planning, departmental policies and documentation by:

- Setting out, within the framework of College policy, the aims, objectives and policies of the department;
- Drafting and implementing an annual operating statement reflecting the College strategic plan;
- Maintaining and updating departmental documentation;
- Attending Subject Area Head meetings, representing the views of members of the department and keeping them fully informed of the proceedings by convening and ensuring the minuting of departmental meetings.

2. Curriculum provision by:

- Monitoring new developments within the teaching and assessment of the subject and advising the Vice Principal /Curriculum Leaders accordingly;
- Working with the Vice Principal/Curriculum Leader and Senior Leadership Team (SLT) to ensure that curricular provision meets the needs of the students;
- Developing the departments' curriculum, facilities and teaching and learning methods;
- Ensuring students receive adequate and appropriate work in the event of teacher absence.

3. Liaison, marketing and publicity by:

- Maintaining subject liaison with partner schools;
- Assisting the Vice Principal/Curriculum Leader in the planning and preparation of publicity materials by providing an accurate, up to date course description in the annual College prospectus and organising effective and informative departmental contributions to the College Open Evenings;
- Monitoring developments in the subject at key stage 4;
- Informing the Vice Principal/Curriculum Leader of notable events, achievements, etc. within the department;
- Informing the Vice Principal/Curriculum Leader of changes within the subject or proposed entry requirements.

4. Teaching, Promotion of Learning, Student Support by:

- Choosing appropriate syllabuses and devising effective schemes of work within the department;
- Monitoring, recording and reporting on students' progress and attendance in accordance with College procedures;

- Ensuring that all students are entered for appropriate public examinations and that the Examinations Officer is made aware of all special arrangements relating to public exams;
- Observing and monitoring all teaching within the department and providing appropriate support and opportunities for training and development;
- Ensuring that working practices comply with the Colleges' policies such as equality and diversity and health and safety.

5. Quality assurance by:

- Being responsible to the Vice Principal;
- Monitoring key performance indicators e.g. examination results, retention, value-added information
- Developing and implementing quality assurance procedures in accordance with the College systems;
- Using and revising where necessary, the quality framework of the department and ensuring consistency with the College charters;
- Producing an annual self-assessment report to be submitted to the Vice Principal;
- Carrying out termly reviews of the progress of students within the department.

6. Staff equipment and accommodation by:

- Identifying the training and development needs of individuals and the team e.g through individual review, and making appropriate provision for staff development;
- Convening regular departmental meetings;
- Ensuring that tasks within the department are distributed with due regard to posts of responsibility;
- Ensuring that departmental policies are shared and implemented by all subject staff;
- Advising on all matters relating to the appointment of departmental staff;
- Supervising and reporting on the teaching of NQTs and student teachers within the department, and providing them with appropriate support;
- Making recommendations on the deployment of departmental staff to the Vice Principal and advising on matters relating to the departmental timetable;
- Purchasing, controlling and maintaining departmental resources (including reprographic and AV facilities) within allocated budgets;
- Making recommendations on the purchase of books and materials for the College Learning Resource Centre;
- Reporting the need for repairs, replacement etc to the Estates Manager;
- Taking responsibility for health and safety and security procedures within the department (within the guidelines of the College's health and safety policy);
- Ensuring that departmental accommodation is used effectively and reflects, as far as possible, the work of the department.

7. Such other duties as may from time to time be necessary.

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Teaching Responsibilities:

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform. Full time teachers will normally also be a personal tutor (group tutor) to a group of students.

1. Teaching

- (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in college and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of students

in each case having regard to the curriculum for the college.

2. Other Activities

- (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- (b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records of and reports on the personal and social needs of students;
- (d) communicating and consulting with the parents of students;
- (e) communicating and co-operating with persons or bodies outside the college;
- (f) participating in meetings arranged for any of the purposes described above.

3. Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

4. Educational Methods

Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

5. Discipline, Health and Safety

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere.

6. Safeguarding and Well-being

- (a) Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the college.
- (b) Make use of the college arrangements concerning the safeguarding of children and young people.

7. Staff Meetings

Participating in meetings at the college which relate to the curriculum for the college or the administration or organisation of the college, including pastoral arrangements.

8. Public Examinations

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

9. Administration

- (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;
- (b) registering the attendance of students and supervising students,