Westminster Kingsway College
Job Description and Person Specification

Post:	**Head of School Arts**
Reporting to:	**Assistant Principal STEAM**
Responsible for:	The effective Leadership & Management of the school's provision and its staff across the relevant Centre's including established and hourly paid teaching staff.
Salary:	**Spine Point 44 to 46.**

Key Purpose

The Head of School Creative Digital Media and Arts will provide individual leadership and management of the subject areas within the school to ensure consistent and high quality curriculum delivery at the relevant College Centre. S/he will promote high student achievement, progression and satisfaction for students on 16-19 study programmes.

Review and develop the curriculum in the School to support the College's response to national priorities for post-16 education, drawing upon the support and knowledge of the Assistant Principal and other staff within the area and external stakeholders as appropriate.

The effective Leadership & Management of Creative, Digital, Media and Arts provision and its staff across the relevant Centre.

The post holder will co-ordinate the delivery of a range of courses.

- Review and develop the STEAM curriculum in the Centre to support the College's response to national and local priorities for STEAM, drawing upon the support and knowledge of the Assistant Principal and other staff within the area and external stakeholders as appropriate.

- To be responsible for the leadership, management and development of the curriculum provision within the above School and across College ensuring that the quality of the delivery is of the highest standard.

- To be responsible for quality assurance and improvement within the School and across College including lesson and tutorial observations, self-assessment reports and quality improvement plans.

- To ensure the effective implementation of the College Strategy for English and Maths through effective support for cross college activities.

- To inspire staff to be innovative in all aspects of teaching and learning and to embed the use of e-learning.

- To be responsible for the achievement of all Performance Targets (e.g. recruitment, retention and achievement targets for learners).

- To be responsible for the overall learner experience ensuring the highest levels of satisfaction for all learners.

- To be responsible for those development projects allocated to be the School's responsibility as allocated by the Assistant Principal.

- To be responsible for the overall management of resources (staffing and non-staffing) in the School and across College as appropriate.

- To be a member of the STEAM Directorate Management Team with responsibility for the planning and delivery of agreed activities.

- To undertake teaching and learning activities. (The amount of teaching required will vary according to the size of the area and the needs of the post.)

Main Duties and Responsibilities

1. To ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the learners, including, in particular:

    - Establishing and maintaining high levels of professional conduct in the area of responsibility.
    - Managing and being accountable for, improvements in the quality of teaching and learning delivered by the School and across college
    - Ensuring that the targets for the improvement in quality of teaching, learning and attainment for the School and across college are achieved.
    - Managing and being accountable for sustained improvements in learners' achievements within the School
    - Ensuring that the targets for learners' recruitment, retention and achievement are achieved.
    - Managing the learner disciplinary process and conduct within the School.

2. To manage and develop the School's curriculum offer and the College offer for English and Maths and Study Programmes.

3. To ensure effective selection processes are fully embedded to ensure learners are placed on appropriate courses to develop English and Maths skills.

4. To ensure that learners receive an effective induction to their course including access to appropriate Initial Diagnostic Assessments.

5. To ensure the effective delivery of a tutorial/support system that is relevant to the needs of learners.

6. To ensure that regular reviews of learner progress take place in line with the College policy and that effective Individual Learning Plans are in place for all learners.

7. To ensure that Schemes of Work and Lesson Plans are in place for all courses with embedding of English and Maths as appropriate.

8. To work effectively with key stakeholders such as parents, employers, Awarding Organisations and other such agencies.

9. To ensure that information, relevant to the work of the School and the cross college role is collected and collated and to provide statistical data as required. To ensure that relevant data, etc. is disseminated to staff in the School and more widely as required.

10. To teach a maximum of 5 hours per week.

11. To ensure effective resource management

Quality and Planning

12.   To manage the aspects of the College's quality and self-assessment processes that are the responsibility of the role including, in particular, SARs and course reviews.

13.   To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role.

14.   To represent the College with external agencies as required in the performance of duties.

15.   To achieve agreed targets and performance indicators across all areas of responsibility

Resources

16.   To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial human and physical resources.

General

17.   To implement College policies, particularly those relating to equality and diversity.

18.   To implement Health and Safety and security measures in accordance with statutory and College requirements.

19.   To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.

20.   To develop effective working relationships internally and with external partners.

21.   To operate at all times in line with the College's values and behaviours (see attached).

22.   To undertake any other duties consistent with the key responsibilities and/or duties of the post.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A relevant first degree and/or professional qualification in a relevant subject area.	X	
	A full teaching qualification.	X	
	Evidence of continuous professional development		
Knowledge / Experience	Experience of direct co-ordination or management of curriculum delivery, including the effective development, deployment and leadership of staff.	X	
	Experience of leading teams and/or managing staff	X	
	Direct relevant experience of curriculum planning processes particularly in relation to the areas covered by the post.	X	
Skills / Abilities	Ability to communicate effectively both orally and in writing with referral agencies, employers and colleagues	X	
	Interpersonal skills entailing motivational ability in relating to clients and partners	X	
	Good IT skills including proficient use of Excel, Database and Word	X	
	Rapport building and effective outcome-based relationships; overcoming challenges in attitude and behaviour which form barriers to work	X	
	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.	X	
	Well-developed communication, external liaison and networking skills.	X	
	The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.	X	
	The ability to delegate effectively and manage the performance of others in accordance with good management practice.	X	
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.	X	
	The ability to manage budgets and meet financial targets		
	The ability to respond creatively to the specific teaching and learning needs of a diverse community.	X	
	The ability to articulate a vision, show how it can be achieved and inspire others to success.	X	

		X	
	Excellent written skills.	X	
	The ability to motivate and encourage others, inspire trust and a sense of common purpose.	X	
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	X	
	A strong sense of purpose and the drive to achieve agreed goals.	X	
Other factors	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment	X	
	A sound understanding of every Learner Matters Agenda.	X	
	A sound understanding of effective support systems to meet student needs.	X	
	A strong commitment to student success.	X	
	A relentless commitment to excellence and creativity.	X	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	X	