

JOB DESCRIPTION

POST TITLE: HEAD OF FOUNDATION ENGLISH AND MATHS
(WORK-BASED LEARNING, APPRENTICESHIPS
AND TRAINEESHIPS)

POST NO: WREQ2895

GRADE: MANAGEMENT SPINE 0-6

JOB PURPOSE

The person appointed will be responsible for leading a team of trainers and teachers in the successful delivery and development of high-quality English and maths courses for apprenticeships and traineeship. The role will manage functional skills maths and English delivery for apprenticeships and traineeships.

The role requires effective communication and people management skills. The ability to motivate a team of staff and work collaboratively with leaders and managers across different vocational areas is essential. The post-holder will be expected to coach and support staff to develop effective learning strategies and pedagogical practice. The role will require a team player who is solution focussed and able to work effectively with different members within a management team. The person must be able to establish and maintain positive relationships with external stakeholders.

KEY DUTIES AND RESPONSIBILITIES

The person appointed will be responsible to the Director of English and Maths for the following:

- Managing the delivery, co-ordination and development of a portfolio of English and maths programmes for work-based learning and traineeships.
- Ensure learners are initially assessed and put on the appropriate level of course/qualification.
- Managing the timetabling of the provision and allocate resources to ensure learners receive tuition that is of the highest standard.
- Supporting, motivating and developing a team of staff who can deliver outstanding teaching, learning and assessment to maximise learner progress and positive outcomes.
- Creating a positive learner and employer experience.
- Ensuring delivery of high-quality teaching, learning and assessment on a range of programmes.
- Achieving key targets in terms of retention, overall and timely success of English and maths within apprenticeship standards and on traineeship programmes.

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- Ensuring that effective Quality Assurance processes are implemented and robustly complied with.
- Making sure that staff continually deliver a quality curriculum and service to meet the needs of learners and employers.
- Champion the use of SMART Assessor and Century Tech within team developing cost effective approaches to delivery of work placed assessment.
- Where relevant, liaising with and supporting Faculty staff to ensure smooth delivery of Apprenticeship and traineeship provision between teams.
- Positively enhancing progression opportunities and repeat business within team.
- Ensuring a proactive approach to the marketing of courses to achieve maximum recruitment levels.
- Working within delegated budget.
- To standardise English and maths delivery through monitoring and ensuring that performance is regularly reviewed and effectively managed as per College processes and protocols.

GENERIC DUTIES

In addition to the above duties, the post-holder will be responsible for:

- Motivating and developing members of the curriculum team.
- Developing interesting and enriched programmes of study to maximise the learner experience.
- Ensuring academic standards are maintained and improved.
- Arranging effective guidance for present and potential students.
- Ensuring college administrative procedures are carried out.
- Providing servicing to other college groups as and when requested.
- Collaborating with other college groups in the development and preparation of course/programme submissions.
- Ensuring College policies and procedures are adhered to.
- Ensuring that an effective system operates to provide cover during periods of staff absence.
- Providing reports, data and other information as required.

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- Monitoring and evaluating programme provision to ensure quality, validity, accessibility and enjoyment.
- Representation on internal and external committees etc. if and when required.
- Development and validation of courses in response to student needs and external bodies.
- Providing first line responsibility for health and safety issues on behalf of the curriculum team.
- Teaching on appropriate courses.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- Comply with Information Security requirements, in line with Weston College policy.
- Other duties as may be required by the Principal and Chief Executive Officer to reflect changes and developments commensurate with the grade of the post.

TARGETS

This post has key targets by which success is judged. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Learner satisfaction.
- Staff satisfaction.
- Employer satisfaction.
- Learner attendance.
- Success, retention and achievement.
- Learner progress and progression.
- High grades.
- Area to be graded good or outstanding.
- Teaching observation profile.



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HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at Weston College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an inclusive approach that celebrates differences.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points 0-6: £34,642.00 to £41,444.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Teaching contact hours: 684 hours (*less further agreed remission to be determined by College Leadership*).

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
A degree, or professional qualification, in English or maths which is appropriate to the work.	✓	
A leadership qualification.		✓
A teaching qualification.	✓	
Knowledge, understanding and recent experience of the range of sector areas.	✓	
IQA and Assessor qualification.	✓	
Knowledge and experience of current teaching, learning and assessment strategies.	✓	
Ability to analyse data and information to inform improvements within sector areas.	✓	
Strong computer literacy – ability to use IT systems	✓	
effectively to enhance performance of self and team.	✓	
Highly motivated and an ability to motivate staff.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal and communication skills.	✓	
Ability to lead a team.	✓	
Proactive and innovative approach to curriculum design.	✓	
Setting and achieving high standards for self, staff and learners.	✓	
Full driving licence.	✓	