

Job Description

Job Details

Job Title:	Assistant Head of School (0.5FTE)
Department:	Curriculum Schools
Reporting to:	Head of School
Salary:	£21,634.50 per annum (spot salary)

Job Purpose

The Assistant Head of School (AHoS) will have management responsibility for designated aspects of the work of the wider School, as agreed with the Head of School (HoS) in conjunction with the Assistant Principal – Curriculum & Quality. These areas of responsibility may vary from time to time in response to current key priorities for the School and the College as a whole. Working with the HoS – and deputising for the HoS where required – the AHoS will be responsible for leading, inspiring, and challenging teams and individuals to ensure that student experience is of the highest quality and that outcomes for students are maximised.

This role carries a 50% teaching workload.

Key Responsibilities

1. To work with School staff and appropriate cross-college leads to meet the targets set by the HoS in relation to agreed School priorities and areas of responsibility. This may include one or more of the following, by agreement:
 - Managing and being accountable for improvements in the quality of teaching, learning and assessment within the School;
 - Supporting the HoS in ensuring that the College's quality processes (including targets for the improvement in quality of teaching, learning and assessment) are embedded within the area of responsibility;
 - Analysing course performance data and ensuring that the staff team(s) are aware of course performance against national benchmarks and take ownership of actions in the Quality Improvement Plan for the School;
 - Ensuring that students receive excellent support including advice and guidance, interviewing, initial assessment, tutorial and enrichment;
 - Managing and being accountable for the School's delivery of tutorial provision;
 - Managing and being accountable for tracking of student performance and progress and target setting within the School;
 - Managing and being accountable for the School's delivery of the work experience programme;
 - Other areas of responsibility as agreed with the HoS in conjunction with the Assistant Principal – Curriculum & Quality.
 2. To support the line management of teaching staff, including – but not limited to – carrying out probation reviews, setting targets, monitoring performance and improving quality.
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3. To work closely with the HoS to contribute to the development of the curriculum offer within the School, including new programme proposals, awarding body approval and developing the infrastructure for new course delivery to ensure an annual curriculum that meets the needs of students.
4. To support the HoS by contributing to the curriculum and business planning process for the designated area of responsibility.
5. To maintain up-to-date knowledge of qualification frameworks, subject specifications, assessment procedures and national initiatives.
6. To promote the sharing of good practice and successful innovation within the School.
7. To support the professional and personal development of staff within the School to ensure skills are up to date and good practice from outside and within the organisation is shared.
8. Working with the Teaching, Learning and Assessment team, to carry out lesson observations in accordance with the College's policy.
9. To keep up to date with regional and national developments within the curriculum areas relevant to the School to inform development plans and innovation.
10. To organise and co-ordinate the School's information, advice and guidance (IAG) and participation in Open Events, Parents' Evenings, student interviews and the production of course handbooks and marketing and promotional materials for the area.
11. To manage matters of student misconduct and/or unsatisfactory learning progress within the designated area of responsibility, as set out in the Student Code of Conduct, taking particular responsibility for Stage 3 disciplinary sanctions.
12. To implement effective and timely student voice processes within the School in line with college expectations and use student feedback and involvement to make in-year timely improvements.
13. To use management information and data systems as directed and required by the HoS to drive forward successful outcomes and achievement and prepare reports and information for the HoS or other College managers as required.
14. To undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by College leaders within the context of the Richmond upon Thames College contract.

General Responsibilities

15. To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
16. To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.

17. To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
18. To use appropriate management information to recognise and support diversity in the staff workforce and in the student cohort.
19. To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
20. To work flexibly. This will include occasional evenings and weekends, e.g. for enrolment, parents' evenings and open days.

Knowledge Skills & Experience (Candidate Specification)

The successful candidate will fulfil the following essential requirements, and will be assessed by AF (Application Form) PE (Practical Exercise) and I (Interview).

This person specification will be used in shortlisting and in interviewing to select the best candidate.

Qualifications		Essential	Desirable	How Assessed
1	Degree or equivalent	✓		A
2	Degree within area of curriculum specialism		✓	A
3	Full PGCE teaching qualification or equivalent by experience	✓		A
4	Good standard of literacy and numeracy. At least GCSE passes Level 4 to 9 (Grades A-C) in English Language and Maths or equivalent	✓		A
6	Commitment to and evidence of CPD	✓		A
Experience				
7	Experience of working within the FE sector	✓		A
8	Experience of successfully managing a large and diverse team to achieve good student outcomes		✓	A
9	Effective management and curriculum development experience including the design and delivery of imaginative and innovative teaching and learning methods	✓		A
10	Experience of provision of tailored guidance and support related to the individual needs of learners	✓		A
11	Experience of supporting individuals to meet agreed objectives and milestones	✓		I
12	Experience of analysis and evaluation of performance data to inform quality improvement	✓		I
13	Demonstrable experience of achieving consistently above national average outcomes levels within a FE setting	✓		A/I
Skills & Knowledge				
14	An understanding of FE study programmes	✓		I
15	Knowledge and experience of FE working practices	✓		I
16	Knowledge and experience of quality assurance processes	✓		I
17	Ability to recognise discrimination in its many forms and apply EO practices and procedures	✓		I
18	Highly developed interpersonal skills, networking, advocacy, oral, written presentation and communication skills that are persuasive and influential with others and adaptable to the situation	✓		I

Behaviours				
19	Ability to work collaboratively with a wide range of people to achieve common goals	✓		I
20	Strong organisational skills with the ability to motivate and inspire high performance of self and others	✓		I
21	Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults	✓		I
22	Promote the College's equal opportunities policy and practices	✓		I
23	Ensure the safeguarding of students	✓		I

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Richmond upon Thames College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Richmond upon Thames College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in February 2019 and may be amended in light of changing circumstances following discussion with the post holder.
4. The annual leave entitlement is 35 days per annum, plus 3 closure days and 8 bank holidays (pro rata for part time staff)

Job Description Agreement

Job Holder signature		Date	
Manager signature		Date	