

Job Description

Post:	Head of Department – Life Sciences
Salary Grade:	Band D
Responsible to:	Centre Principal
Responsible for:	All Teaching and Professional Services staff in the Life Sciences Department

Key Purpose

Leadership Support – Assist the Head of College/Centre in managing and running the College, including deputising when required.
Curriculum Leadership – Contribute as a member of the Curriculum Leadership Team to shape and drive the strategic direction of the curriculum ensuring strong KPIs
Staff Development and Management – Oversee and support staff within the designated curriculum area to ensure effective teaching and professional growth.
Student Development and Learning Quality – Lead initiatives that enhance the student learning experience and maintain an outstanding curriculum standard.

Duties & Responsibilities

A	Create and maintain outstanding provision within the curriculum area, aligned with the College's Strategic Priorities, and clearly informed by labour market intelligence to meet local and regional needs.
B	Maximise student enrolments each academic year in order to meet funding agreements and achieve growth
C	Ensure an outstanding quality of teaching and learning across the whole curriculum area through observations, quality interventions and support, sharing good practice, and continuous professional development of staff.



D	Monitor and take appropriate action in respect of key performance indicators, specifically attendance, retention, progress (value added), attainment, English and maths progress, and destinations.
E	Manage the recruitment, deployment, performance and development of the curriculum area's staff, setting key goals and performance indicators.
F	Ensure appropriate records, registers, staff and student timetables are accurately maintained as required by internal management information systems and external audits.
G	Manage the curriculum area budget allocation and provide course costings and information relating to resources, including commercial provision where appropriate, ensuring a quality experience for students.
H	Ensure effective management of the physical resources within a curriculum area and maintain a safe and secure learning environment.
I	Manage the progress of students within the curriculum area and deal with matters relating to their performance, achievement, conduct and behaviour
J	Promote excellent teaching and effective learning and assessment across the curriculum area, and identify, disseminate and share good practice.
K	Take responsibility for quality improvement within the curriculum area, including leading and overseeing self-assessment.
L	Keep abreast of national qualifications on offer, making recommendations for the most appropriate qualifications for students and staff.
M	Oversee liaison with validating bodies, awarding bodies, exam boards and professional bodies to ensure compliance with curriculum quality requirements.
N	Co-ordinate and be responsible for the effective administration of assessment, internal and external verification for courses and awards within the curriculum area.
O	Lead on the curriculum and business planning processes within the curriculum area to ensure the supply of courses is appropriate and meets the demands of students and the local and regional economy.
P	Undertake an appropriate teaching commitment in the curriculum area.
Q	Develop innovative marketing strategies in collaboration with the Marketing Team.
R	Promote Digital Learning strategies and ensure staff fully participate in the use of IT in teaching and learning.



S	Manage, develop and coach a group of staff and lead on curriculum area meetings, staff training and professional development
T	Seek to extend external links with relevant agencies; including employers, universities and schools so as to extend student enhancement and enrichment and provide opportunities for meaningful work experience and employability skills opportunities.
U	Carry out other such relevant and appropriate duties the Head of College/Centre shall from time to time require
V	Contribute to College operations and continuous improvement by participating in key processes, appraisals, and staff development, while working flexibly to meet organisational needs.
W	Uphold College standards and responsibilities by adhering to policies (e.g., Health & Safety, Equality & Diversity, Inclusion, Quality Assurance) and promoting the safeguarding and welfare of all learners and vulnerable individuals.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:

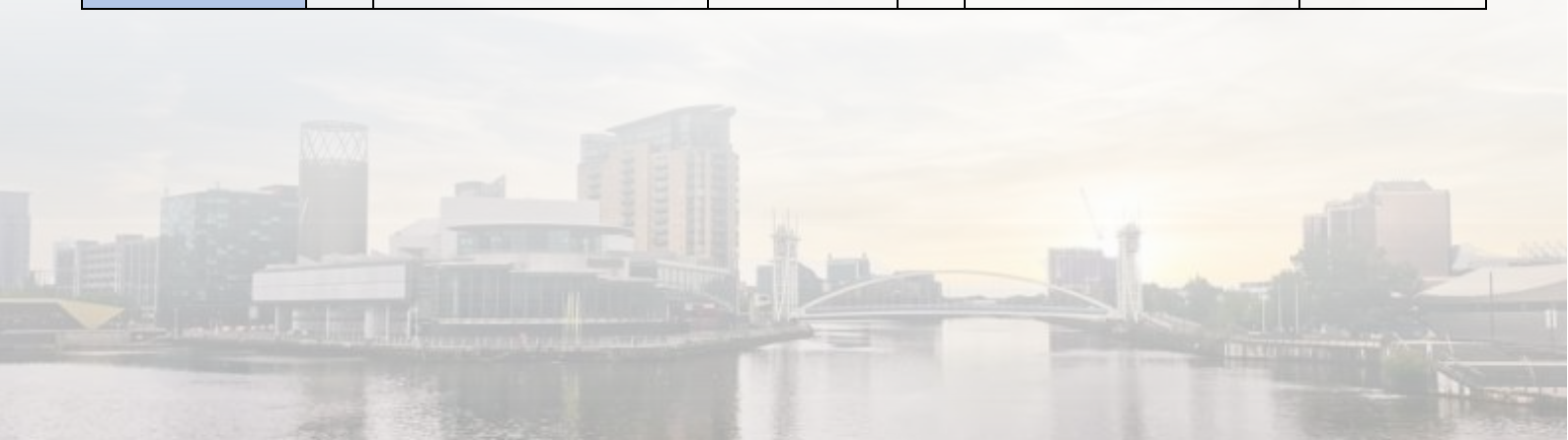


Person Specification

	Essential			Desirable		
Qualification	1	First degree (or equivalent).	Application / Certificate	A	Post graduate Qualification.	Application / Certificate
	2	Teaching qualification.		B	Management Qualification.	
Professional Development	3	Evidence of ongoing Professional Development.	Application / Interview			
Experience	4	Experience of developing, delivering and evaluating courses.	Application / Interview	C	Experience of managing a self-assessment process.	Application / Interview
	5	Experience of successfully leading and managing change within a college.		D	Demonstrate innovative curriculum delivery.	
	6	Able to demonstrate an analytical approach towards data and a strong track record of achievement, added value and success in relation to the learner outcomes and high-quality standards.		E	Experience of management across a range of courses, including HE or Access to HE.	
Knowledge	7	Knowledge and understanding of the challenges and current issues in the FE sector, particularly those	Application / Interview			



	8	pertinent to the curriculum area. Knowledge and experience of developing strategies to bring about quality improvement and enhance teaching and learning, including self-assessment.				
	9	Experience of dealing effectively with HR matters including poor performance.				
	10	Experience of operating effectively at a strategic level.				
Skills / Qualities	11	Desire to be highly successful and ambitious, with the ability to create vision, motivate and inspire others to perform to the best of their abilities.	Application / Interview			
	12	Excellent management and leadership abilities, with strong interpersonal, negotiating, influencing, and persuading skills.				
	13	Well-developed analytical reasoning and problem-solving capabilities to support effective decision-making.				



	14	Excellent organisational skills with the ability to prioritise and meet deadlines, alongside a strong commitment to diversity and promoting equal opportunities.	Application / Interview			
Other	15	Value all students equally and demonstrate a strong commitment to continuous professional development for yourself and others.	Application / Interview			
	16	Work effectively both independently and as a flexible, collaborative team member.				
	17	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults.				
	18	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion				
	19	DBS Check acceptable to the college will be undertaken for successful applicant	Application/ Appointment			

