**Job Description**

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| **Post:** | **Head of Higher and Adult Education** |
| **Salary/Grade:** | **NSP 1 – 9 + Responsibility Allowance B1 £1,281.82 to B3 £4,511.20** |
| **Responsible to:** | **Assistant Principal: Higher and Adult Education and Practitioner Research Lead** |
| **Main purpose of the post:** | **To ensure leadership and management across the department is of the highest quality, ensuring excellent student experience and outcomes through highly effective teaching, learning, assessment and employability and enrichment activities.** |

**Main Duties:**

1. **Operational/Strategic Planning**
   1. To lead the department on all aspects of teaching, learning and assessment.
   2. To lead on all aspects of quality assurance, the setting and meeting of standards in the department’s annual self-assessment report and action plan in line with the College’s strategic planning and quality assurance procedures.
   3. To line manage staff in the department, supporting colleagues to ensure excellent student experience and outcomes for all.
   4. To lead the planning and strategic development of the department in support of the strategic development of the College.
   5. To liaise with SLT on all aspects of provision in the area and to be an active and committed member of the College’s middle leadership team, engaging fully in all aspects of cross College curriculum management.
2. **Teaching**
   1. To lead and organise learning experiences, either directly through exemplary teaching, or indirectly, through the management of learning and assessment in the department, taking into account the range of ability and prior achievement of students within a class set and the individual learning needs of students.
   2. Use a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.
   3. Fully adhere to the College teaching, learning and assessment policy and procedures.
   4. Fully utilise teaching time to support students and liaise with wider college teams e.g. Inclusive Learning Support
   5. Make effective use of resources and learning technologies appropriate to the subject matter or skills being taught.
   6. Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.
3. **Curriculum Development**
   1. Lead curriculum development, planning and diversification in the subject area.
   2. Lead on extra-curricular, employability and enrichment activities across the department.
4. **Staffing**
   1. Lead the department team to work collaboratively and share good practice.
   2. Work flexibly providing cover for absent colleagues when required.
   3. Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.
   4. Support the continual professional development of members of the team to enhance their subject knowledge and expertise.
5. **Students Safeguarding**
   1. Commit to safeguarding and protecting the welfare of children and young people and vulnerable adults by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students across the department by implementing and monitoring and reporting breaches of the Student Conduct, Behaviour and Entitlement Policy.

**Support for Students**

* 1. Work collaboratively with inclusive learning to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

**Student Involvement**

* 1. Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.
  2. Provide students with subject-specific support in line with their Individual Learning Plans.
  3. Produce reports and references for students periodically and attend IAG events.
  4. Monitor and review student progress in line with the College’s student tracking systems and make appropriate interventions as and when required.

1. **Quality Assurance** 
   1. Lead quality assurance processes across the department, seeking to continually improve standards.
   2. Write the Self-Assessment Report and Quality Improvement Plan for the department.
   3. Complete required quality assurance activities for partner organisations including university partner and awarding bodies.
   4. Participate in the College’s Appraisal system, lead meetings with the department team and also have an annual review meeting with your line manager.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive teaching environment, sensitive to equality, diversity and inclusion.
3. **Management Information and Administration**
   1. Manage and monitor student attendance in lessons.
   2. Manage and monitor work set, marks obtained and student commendations or concerns across the department, using the College’s student tracking system.
   3. Ensure all data usage and storage complies with the College’s GDPR policy.
4. **Communications**
   1. Attend College events, briefings and meetings as part of the College schedule e.g. department and middle leader meetings, recruitment and open events.
   2. Use the College’s systems, policies and procedures to communicate issues as required.
   3. Use the College student tracking system to flag student concerns and commendations.
   4. Work collaboratively with wider college teams in the best interest of students.
5. **Marketing and Liaison**
   1. Contribute to the marketing and promotional activities of the College and the department.
   2. Participate in systems for the recruitment and induction of students.
6. **Management of Resources**
   1. Manage teaching and learning resources appropriately and to best effect.
   2. Manage the physical and virtual departmental resources and ensure these are of the highest standard.
7. **Other**
   1. Contribute to the College mission and ethos and support the aims and objectives of the College.
   2. Follow and comply with the College’s policies and procedures and take responsibility for the duty of care across the department in terms of Health & Safety.
   3. Undertake any other duties of an equal nature as assigned by the Centre Principal or her designated alternate.

**Head of Department: Higher and Adult Education**

Ashton Sixth Form College seeks to appoint an enthusiastic, knowledgeable and passionate Head of Department: Higher and Adult Education

The Higher and Adult Education department is thriving, with a reputation for success and achievement for our Higher and Adult education students. Our academic results and employment progression continue to be outstanding and we are immensely proud of our inclusive ethos which enables students, many adult returners from a poor socio-economic background, to achieve and flourish. The department specialises in Education and Health awards along with core (resit) subjects to support students. As a department, we are keen to expand the programme offer to adults to make full use of the adult skills budget from the devolved authority and to develop our work with our higher education partners.

**The current curriculum offer to post 19 students includes:**

Adult Education

* NCFE Level 1 and 2 Functional English
* NCFE Level 2 and 3 Supporting Teaching and Learning in Schools
* NCFE Level 2 and 3 and 4 Early Years Educator
* AIM Awards Level 3 Access to HE Diploma (Health)
* In addition, we offer GCSEs Maths, English Biology and Foundation Art – these do not fall under the remit of this post in terms of subject leadership, however, the post holder will retain oversight of the adult student experience at the college and liaise with those subject areas accordingly.

Teacher Education and Higher Education

* PGCE/Cert Ed Postgraduate Certificate in Education and Training (for teaching in FE) in partnership with Staffordshire University
* Foundation degree Education (there is also an Early Childhood option) in partnership with Staffordshire University
* BA (Hons) Education in partnership with Staffordshire University
* PGCE Postgraduate Certificate in Education (Primary) – this is led by the Head of School Direct and does not fall under the remit of this post. The college will be introducing a secondary education teaching route next year. There is therefore the opportunity to be part of secondary PGCE developments for candidates with the appropriate skill set although this is not a requirement of this post.

**The successful post holder will lead / line manage a small staff team who currently teach across:**

* Functional English
* Supporting Teaching and Learning in Schools/Early Years Educator
* Access to HE Diploma (Health)
* PGCE/Cert Ed Postgraduate Certificate in Education and Training (for teaching in FE) in partnership with Staffordshire University
* Foundation degree Education in partnership with Staffordshire University
* BA (Hons) Education in partnership with Staffordshire University

**The ideal candidate must be able to contribute to teaching on our degree in Education programmes and some of the Access Diploma units. The post holder will then be able to build up the remaining part of their timetable with due regard to the expertise they bring and existing teaching expertise in the department.** For example, the post holder might contribute to teacher education (PGCE) or a vocational/skills programme. The role will be suited to an education specialist, able to teach modules across our Education degree offer. As much of our provision is run in the evenings, this post includes teaching on Wednesday and Thursday evenings which means starting work in the afternoons on these two days. Standard college hours are worked on the other three days and standard sixth form college holidays apply to this role.

This is a full-time post. There is an allocation of remission for middle leadership responsibilities. The post holder will have an allocation of remission meaning they will teach a maximum of 14 periods per week. (A standard full teaching timetable at the college is 20 periods/lessons over the week). The post is also supported by a second in department. We have a small, dedicated team of experienced teachers and a trainer-assessor who this post holder will line manage.

We have a dedicated building for Higher and Adult Education and we make use of other parts of the campus too. Our post 19 provision is discrete provision in that students do not infill into 16-19 programmes. Our students are in the main part time and attending once per week with the exception of Access students who attend 3 days per week.

We attract around 400 post 19 enrolments each year, around 200 of these enrolments fall within the direct remit of this role. We are proud to celebrate the success of our post 19 students and the contribution our partners make to student success at our annual award evening. We have our own Senior Admissions Officer and Marketing and Student Enrolment Officer within Higher and Adult Education to ensure the needs of adult students are met through a specialised admissions and support process.

As this role includes leadership and teaching of higher education, applicants must hold a Masters level qualification or be close to completion. The role is open to qualified teachers who hold either a PGCE in teaching within post compulsory education, a PGCE with QTS for teaching a subject within secondary education or a PGCE with QTS Primary Education. The successful candidate will have experience of teaching post 19 students in a further and/or higher education environment. .

Ambitions for the department include growth in teacher education, higher education developments, growth in Access to HE, developing the student experience for adult vocational students and new shorter programmes to bring adults back into learning.

This role will appeal to someone who has a drive, passion and commitment to deliver outstanding teaching and team-management and a commitment to providing the best possible education for our adult students. The post holder will work closely with the Assistant Principal for this area to ensure an excellent student experience for our adult and HE students.

If you feel you share our values, have the vision and drive for excellence and want to be part of a small dedicated team, committed to ensuring that adult students fulfil their potential, then we would love to hear from you.

For an informal discussion about the role, please contact the Assistant Principal, Jo Fletcher-Saxon [jmf@asfc.ac.uk](mailto:jmf@asfc.ac.uk).



Adult and Higher Education students, Ashton Sixth Form College