ROLE DESCRIPTION

1. JOB TITLE: Head of School

2. CONTEXT

The curriculum at West Herts College Group is organised into specialist Schools each managed by a Head of School. Heads of School, in addition to being responsible for their own area of work, will be members of the College Senior Management Team.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Assistant Principal

Responsible for: All employees within the School

4. MAIN PURPOSE OF JOB

To lead and manage the School, in line with the College Strategic Plan and College policies. To provide effective organisation and management of employees to ensure that students studying within the School have a high-quality learning experience. The post holder will be responsible for the management of the learning programmes and the employees, finances and learning resources allocated to the School.

5. DUTIES AND RESPONSIBILITIES

5.1 Leadership and Management

- Develop the work of the School within the context of College policy and strategic plans, to meet the needs of learners, employers, and the community.
- As part of the College's senior management team, contribute to the development and successful implementation of the College's curriculum plans.
- Prepare and successfully deliver an annual development plan for the School, which supports the College's mission, objectives, and core values.
- Lead, manage and direct the employees of the School to ensure a high standard of teaching and learning on all the School's programmes.
- Monitor and develop the quality and effectiveness of teaching and standards of performance within the school in line with College policies
- Lead the development and implementation of teaching strategies geared to the development of high quality, active learning opportunities for students.

5.2 Students

- Oversee the arrangements for the selection and admission of students to courses, in conjunction with Learner Services.
- Ensure that all students on the School's courses receive the full range of support to which they are entitled, including induction, tutorial support, enrichment, and additional learning support, in accordance with College policy and individual student need.
- Oversee and regularly monitor the progress and conduct of students on courses in the School.

5.3 Courses

- Develop, with the Director of Curriculum the course portfolio of the School.
- Ensure that the School's courses operate within the requirements of curriculum assessment and examination regulations and in accordance with College policies.
- Work collaboratively with other Heads of School in relation to planning, timetabling, and staffing of joint courses.
- Plan, implement and monitor course timetables.
- Monitor syllabuses and schemes of work to ensure they are appropriate and up to date.
- Ensure the maintenance of appropriate records.

5.4 Employees

- Advise the Director of Curriculum on the staffing implications of the School's course portfolio, projected student enrolments etc
- Assist with the selection and appointment of employees within the School.
- Allocate individual timetables and monitor and report teaching hours, as required.
- Allocate course management and other responsibilities and duties.
- Ensure course team meetings are held regularly throughout the School.
- Set annual performance targets for employees within the School and carry out annual performance reviews.
- Identify and plan the staff development needs of the School.

5.5 Finance and Resources

- Manage the total financial allocations to the School in accordance with College policy and Financial Regulations.
- Working in conjunction with the Director of Finance, ensure the efficient and effective management of the equipment and physical resources allocated to the School.
- Recommend capital items for purchase, as appropriate.

5.6 Marketing

- Identify market needs and stimulate the development of new courses to meet these needs.
- Assist in promotion, publicity, advertising, and media relations for the School.
- Undertake management of customer relations and liaison.

5.7 General and College Responsibilities

- As a member of the College Senior Management Team, contribute actively and flexibly to the overall management and administration of the College.
- In liaison with the Principal and Director of Curriculum and Quality, effectively represent the interests of the College with stakeholders, major clients, and the community in all matters relevant to the duties of the role.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.
- In accordance with the College's risk policy, identify and record material risks for the School/Department. Ensure safeguards/controls are in place to mitigate the risks to an acceptable level. If required prepare and deliver a risk management action plan further to reduce the level of a risk.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Promote equality and diversity in the workplace and set the tone for behaviour between colleagues.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Participate as required in College-wide activities such as duty manager rotas, marketing activities and employee and student events.
- Under such additional duties or projects as the Principal or Director of Curriculum and Quality may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.