

Job Title: Head of Access to HE

Salary: £5347 - £5890 - 0.2 Contract, 7.5 hours per week – (Currently £27,736 - £29,452 Pro Rata)

Responsible to: Director of Adult and Higher Education

Purpose: To develop, co-ordinate and deliver a high-quality Access to HE programme

Responsibilities:

- Manage the various pathways on the Access to HE programmes
- Line manage the tutors/lecturers across the provision.
- Coordinated the internal verification of assessment decisions in-line with internal policies and awarding body guidance
- Work with the awarding body (Ascentis) to ensure accreditation requirements are met and act as the single point of contact/link tutor at subject level for external verification
- Assist in promoting the provision; both to current level 3/A-level students and also external applicants.
- Liaise with Exams to ensure all students are registered with the awarding body
- Attend events on an ad hoc basis to include; open events, visits and guest speaker sessions.
- Interview potential students as and when required
- Track students from application through to enrolment (with support from Marketing)
- Meet the learning needs of individual students via efficient tracking and monitoring (in conjunction with subject teachers)
- Monitor and evaluate the performance of students
- Oversee schemes of work, online learning resources and other resources that support staff and learners.
- Identify opportunities to further develop the provision
- Ensure all courses make a healthy contribution to the college finances and develop initiatives to maximise this.
- Ensure there are enough qualified and experienced members of staff to match the needs of the programme and the range of learners.
- Interview and induct new members of the team
- Provide on-going support and mentoring for new members of staff.
- Complete lesson observations and feedback meetings with staff.
- Complete the College Self-Assessment Reports
- Attend necessary meetings (Divisional, Director 1:1's and own team meetings)
- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Director/Principal

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Essential Requirements

- Educated to Degree Level
- Teaching/Training experience
- Teaching qualification (or desire to complete one alongside the role)
- Some experience in managing staff
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger team

Desirable Requirements

- PGCE/Cert ED
- Experienced manager of education provision and teaching teams
- Experience of working in an FE Setting
- Confident and very able delivering online using virtual learning environments and live video software.