

**Job title:** Head of Subject

**Responsible to:** Director of Curriculum & Support

### **Professional Duties**

Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

### **Responsible for:**

#### **1. Staff**

- i) Inducting, leading and supporting members of the team.
- ii) Working with the Staff Development Officer and Director of Curriculum & Support to provide appropriate training.
- iii) Conducting professional review of members of the staff team.
- iv) Delegating responsibilities to members of the team appropriately
- v) Identifying and disseminating good practice.

#### **2. Students**

- i) Monitoring and evaluating the performance of students
- ii) Overseeing and monitoring the guidance and support provided to students in the subject, including the Progress Review process

#### **3. Curriculum**

- i) Developing and updating schemes of work and other learning resources, including online resources, to support students in their learning.
- ii) Meeting the learning needs of individual students via suitable differentiation and workshop provision.
- iii) Keeping up to date on new course and syllabus/specification developments in the subject area.

#### **3. Quality Assurance**

- i) Providing a clear and consistent department assessment policy and marking schemes
- ii) Implementing the annual self assessment cycle and other quality assurance procedures, e.g. External Quality Review, within the subject area.
- iii) Monitoring the subject targets and standards set out in the College Operational Plan and Subject Development Plan.

- iv) Carrying out the tasks detailed in the annual quality checklist.
- v) Linking with Director of Curriculum & Support and Internal Quality Review Assistant in the monitoring of the lesson observation cycle

#### 4. **Planning**

- i) Formulating sharing and monitoring the Subject Development Plan.
- ii) Advising the Director of Curriculum & Support on planning needs.

#### 5. **Promotion and Liaison**

- i) Participating in liaison activities with partner schools and other colleges, including membership of the interview team.
- ii) Promoting the subject via open evenings, visits, displays, subject pamphlets and other suitable means.

#### 6. **Careers advice and HE links**

- i) Providing subject specific careers advice.
- ii) Liaising with College careers team.
- iii) Keeping abreast of subject developments in HE for the benefit of current students.

#### 7. **Resources**

- i) Managing the educational supplies and equipment budgets for department.
- ii) Ensuring safe and effective use of subject accommodation and equipment within the requirements of the College's Health and Safety Policy, including Risk Assessments.

#### **In addition:**

- 1) Remission according to the role
- 2) A contribution to the College Activities programme where possible.
- 3) Responsibility for a tutor group (see job description).
- 4) Other duties as reasonably directed by the Principal.

March 2022

## Post: Head of Subject

Category	Essential	Desirable	Ascertained by:
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in relevant subject</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> </ul>	Application form/certificates
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Successful teaching career in the target subject</li> <li>• Good classroom management</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Leading a team</li> <li>• Experience of teaching 16-19 year olds</li> </ul>	Application form/interview/references
<b><u>Special Knowledge and Training</u></b>	<ul style="list-style-type: none"> <li>• Good knowledge of subject</li> <li>• To display a commitment to the protection and safeguarding of children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the FE sector particularly Sixth Form colleges</li> </ul>	Application form/interview/references
<b><u>Additional Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal</li> <li>• Excellent organisational skills</li> <li>• Ability to be a good pastoral tutor (if full time)</li> <li>• Ability to lead, motivate and inspire students and staff</li> <li>• Ability and willingness to lead a team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be a good pastoral tutor</li> </ul>	Application form/interview/references

	<ul style="list-style-type: none"> <li>To display a commitment to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</li> </ul>		
<u>Other</u>	<ul style="list-style-type: none"> <li>Willingness to attend training courses and network meetings</li> </ul>		Interview/references

**Note: 'Interview' may include an observed lesson, a presentation and/or separate discussions with other potential team members/colleague.**

## **PERSONAL TUTOR JOB DESCRIPTION**

<b>Job Title:</b>	<b>Personal Tutor</b>
<b>Responsible to:</b>	Director of Curriculum & Support, through the Senior Tutor
<b>Purpose:</b>	The support and guidance of a group of sixth form students throughout their programme of study

The role of the personal tutor is of vital importance.

Almost all members of the full-time staff and many part-time staff are tutors.

The personal tutor will fulfil the entitlement to effective guidance and support throughout the student's time at College. They are the only member of staff with an overview of an individual student's progress and, therefore, they have a major responsibility for ensuring that students in their care have access to and take full advantage of all the support and guidance services that the College has to offer.

The current time allocation each week for the personal tutor role is two sessions.

### **Responsibilities**

The personal tutor is responsible for a tutor group of approximately 20 students and is expected to:

- ✓ Promote a positive and supportive environment within the tutor group
- ✓ Review progress regularly in 1 to 1 discussions, using the College's recording systems appropriately
- ✓ Monitor and record lateness and absences and refer any tutees to the Senior Tutor when appropriate
- ✓ Support and guide students and, where appropriate, refer them to other agencies either within or outside the college
- ✓ Give initial careers and higher education advice and guide students through the UCAS and the job application process; supporting them as they prepare their individual action plans and write their references
- ✓ Act as a channel of communication between students and all other College agencies
- ✓ Initiate and maintain student records
- ✓ Any other duties as directed by the Principal

### **Support for the personal tutor**

The personal tutor works with, and is supported by, a Senior Tutor and the Director of Curriculum & Support.

There is a planned tutorial programme and tutors will be given detailed support material to help guide them through each aspect of their work with students.