

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

APPOINTMENT OF HEAD OF SCHOOL – PROFESSIONAL & CREATIVE STUDIES

FULL TIME, PERMANENT

Hartlepool College of Further Education seeks to appoint an ambitious, innovative and enthusiastic individual who is passionate about education and can inspire others to transform students' lives. We welcome applications from outstanding managers and teaching professionals with the experience or potential to lead in these areas.

The successful candidate will become an integral part of the College's leadership team and will lead the strong and diverse curriculum areas that make up the school of Professional and Creative Studies. The varied provision includes an outstanding and expanding provision of apprenticeship programmes, it is essential that the successful candidate has a thorough knowledge of this area.

The following vacancy represents a significant opportunity for those that wish to develop their career in further education and have the passion and drive to join our College on our journey to outstanding.

Salary up to £38,850 per annum

For full details and application forms please go to www.hartlepoolfe.ac.uk/jobvacancies, or contact Human Resources on 01429 404169.

Completed application forms must be returned to hrpayroll@hartlepoolfe.ac.uk no later than **08:30 on Thursday 25 July 2019**.

Provisional Interview Dates: 31 July and 1 August 2019

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to thorough pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Hartlepool College is a medium sized institution with an annual enrolment of approximately 5500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

The Schools include:

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

The School of Professional & Creative Studies:

The School of Professional & Creative Studies is a rapidly growing school that currently provides education and training to over 350 students across a varied curriculum.

16 – 18 year old students are enrolled to programmes of study in Art & Design, Performing Arts, Information Technology and Business and Management. Adults within the school study one of a number of part-time, Access to Higher Education and Foundation Degree courses whilst the provision of Apprenticeships is rapidly growing in a number of subject areas.

Strong partnership with large, levy-paying organisations has seen the rapid growth of apprenticeships within this school. Management at level 3 and level 5 have grown exponentially in the academic year to support the consistent provision of business administration, accounting and information technology apprentices. This school combines this growth with outstanding achievement and progression rates in apprenticeships that are significantly above national rates.

As part of the existing growth plan the school has developed a new curriculum area of Performing Arts that will be in place for the start of the academic year 2019/20.

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JOB DESCRIPTION

POST TITLE	Head of School – Professional & Creative Studies
REPORTING TO	Assistant Principal Curriculum & Standards
SALARY	Management Spine
HOURS	Full-time
HOLIDAYS	47 plus Bank Holidays

THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable for the delivery of three key performance measures for the school of Professional & Creative Studies which will help contribute to the college's strategic aspirations of being outstanding and financially secure. The performance measures focus on the delivery of: teaching, learning and assessment practice that consistently meets or surpasses the college standard; outstanding academic performance; and a stated and agreed financial contribution. The post-holder is expected to deliver these measures whilst embracing the College's RESPECT values, upholding the College standards associated with good-housekeeping (5S) and health & safety, and exhibiting the College's cultural behaviours.

MAIN DUTIES AND RESPONSIBILITIES

- Be an integral member of the College Leadership Committee providing operational management to meet the strategic objectives
- Inspire the delivery of outstanding teaching, learning and assessment practice across the curriculum area in line with the principles in the College's teaching, learning and assessment handbook
- Manage and lead staffing within the curriculum area, including appraisal, staff CPD, competence and discipline ensuring all the college's HR policies and procedures are followed
- Lead programme teams to plan, design and deliver a curriculum which meets the needs of learners, is efficient and contributes to the strategic direction of the College.
- Drive growth of the school through the creation and realisation of a three year business plan
- Contribute to all the College's wide ranging student recruitment activities. Ensure the curriculum area's promotional literature, including on-line copy, is current and accurate and that all recruitment events are effectively resourced
- Work with Student Services to deliver a positive transition and progression process. Ensure all first and second interviews, and initial assessment activities, are completed in a timely manner
- Ensure all learners' starting points are clear and that aspirational targets are also set. Identifying and monitoring students at risk of underperforming and celebrating students that surpass expectations
- Ensure the full implementation of the College's Unified Tutorial System policy including timely and accurate information to students, parents/carers and employers
- Manage all non-HR resources efficiently to deliver the desired financial contribution
- Prepare for and contribute to all business planning and review meetings taking ownership for all data
- Lead on all aspects of the school's self-assessment and quality improvement operations, playing a key role during inspections
- Embrace the College's RESPECT values and values associated with new ways of working
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post
- To perform such duties consistent with the position as may be required by the Principal from time to time.

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PERSON SPECIFICATION

POST TITLE - Head of School – Professional & Creative Studies

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)
1 - Teaching qualification	E
2 - First degree/Master's degree/Management qualification	E/D/D
3 - Experience of leading and managing staff to deliver a wide and varied further education curriculum offer	E
4 - Ability to deal with a wide range of people at all levels to generate 'buy in'	E
5 - Exemplary oral and written communication skills	E
6 - Strong organisational skills to manage diverse and conflicting priorities proactively	E
7 – Clear understanding of apprenticeship and the changes and challenges presented by the 2017 reforms	E
8 - Good IT skills, particularly college-based databases such as ProAchieve	E
8 - Demonstrable track record of leading staff to deliver a high standard of teaching, learning and assessment that leads to exemplary student outcomes	E
9 - Curriculum design and management to meet learner needs and growth including meeting key financial targets	E