

# Capel Manor College

## Head of School for Horticulture

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### Job Description and Person Specification



## JOB DESCRIPTION and PERSON SPECIFICATION

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|-----------------------|---|
| <b>Post</b>           | Head of School for Horticulture                   |
| <b>Scale</b>          | Leadership and Management Scale                   |
| <b>Grade</b>          | Points 41 to 47                                   |
| <b>Responsible to</b> | Director of Green Skills                          |
| <b>Location</b>       | Based at Enfield but this is a Cross College role |
| <b>Contract</b>       | Full-time, permanent                              |

#### **Key Responsibilities:**

The key responsibility of the Head of School is to lead, develop, manage and co-ordinate (within the strategic parameters set by the Director of Green Skills) the development and delivery of a high quality, cost effective curriculum area which progresses towards and achieves the College's Strategic and Operational objectives in the curriculum area.

#### **Responsibilities:**

The post holder will either directly and/or through the line management of Team Leaders:

- Develop, initiate, promote and sustain innovative and quality improvement intervention strategies that will provide a rich and stretching learning experience for learners and initiate improvements in learner recruitment, retention, achievement and progression.
- Lead, manage and review curriculum provision to inform curriculum plans to ensure that future programme provision is consistent with College objectives, funding, learner recruitment targets and measures for success.
- Lead, motivate and develop staff in order to provide opportunities for staff to maximise their potential and develop their professionalism ensuring that their skills and abilities are deployed to achieve good or better grades in observation.
- Continually update and improve professional knowledge, teaching for an agreed number of hours (11 hours per week) including conducting workplace assessments, tutorials and internal verification.
- Develop and maintain accurate and timely records in accordance with the college quality standards, compiling course level self-assessment, internal inspections, lesson observations and skills audit. Ensuring the college programmes move to good and outstanding.
- Undertake mentoring and support for members of the team who are either new or who have been graded as delivering less than good teaching and learning.
- Ensure the collection and proper reconciliation of data particularly student attendance, retention and achievement data, undertaking rigorous activity to ensure it is properly reflected on the college's data system.
- Manage timetabling of courses (level 1 through to Higher Education) with support of the College timetabling officer, ensuring maximum deployment of all staff of each member of the team and maximum room utilisation as well as ensuring a rich and challenging learning programme results for learners.
- Liaising with Team Leaders, the Director of Estates and Campus Leads to ensure that the environment and practical resources are suitable and meet the needs of Learners.
- Undertake teaching activities in the curriculum area ensuring a high quality of provision in response to student and employer/industry needs and promote new ways of teaching.
- Promote high standards of teaching and learning within the area, producing high standards of student achievement, progression and value added.

- Ensure all students learn in an environment that reflects current vocational practice and prepares them for employment and/or progression by, whenever possible delivery learning in a practical context and involving Industry (especially in respect to level 3 and above provision)
- Create, maintain and develop links with a range of external educational partners and relevant local, regional, national networks, awarding bodies and institutions.
- Contribute to the effective marketing, PR and recruitment pertaining to the school's provision.
- Support, innovate and develop provision in order to promote and improve employer engagement and work based learning throughout the area of learning.

### **Management Responsibilities**

- Line management of designated staff (as defined above), including observations/assessment, appraisal, performance, conduct, development, recruitment and absence management, in accordance with College policies and procedures. This includes ensuring that Team Leaders manage their staff in line with College policies and procedures.
- Supervise and manage all staff and self in the specific area ensuring compliance with relevant college procedures (including Health & Safety and Equality & Diversity).
- Management of delegated budgets in accordance with College policies and procedures.
- Supporting the Director of Green Skills with curriculum planning, development and support within the School.
- Collecting, collating and analysing statistical data from a variety of sources to meet Funding and College requirements.
- Undertaking operational management decision making for the School.
- Participating in Management, Quality and other internal/external meetings as required.
- Undertaking any other duties and responsibilities of a similar nature as required.
- Set SMART targets for all staff to ensure effective performance management, monitor performance against these targets and take appropriate action to ensure both recognition and action is given/taken as required.

### **Other Teaching and Management Responsibilities**

- Oversee the delivery of the College Tutorial policy and report on its effectiveness.
- Supervise and manage staff and self, ensuring compliance with relevant college procedures (including Health & Safety and Equality & Diversity).
- To monitor and formally review the curriculum, its delivery and effectiveness on an annual basis and to make recommendations for change.
- To provide course leadership of programme(s), in accordance with requirements and in agreement with the Director of Green Skills.
- To guide course teams on curriculum design, planning and delivery.
- To act as Lead Internal verifier for a range of provision and to monitor and report on internal verification.
- To ensure all Quality Assurance procedures are fully complied with, including the School SAR, Course Reviews, assessment and verification.
- Ensure effective liaison with marketing and admission teams in order to plan to incrementally increase the number of school leaver and adult learners, in line with College strategic priorities.

- To develop formal and informal links with industry and to ensure curriculum development is industry led.
- Represent the College at relevant meetings.
- Plan, prepare and give feedback on student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to students, training suppliers, employers, parents, and College Managers as appropriate.
- Work closely with colleagues within the school and across college to respond to the needs of students.
- Lead curriculum development with regard to the principles of inclusive learning including: Individual learning styles, Embedding Equality, Diversity and Inclusion into the vocational curriculum and Tutorials.
- Contribute to the teaching/learning resources for the relevant subject/course.
- Maintain an up-to-date knowledge of developments in the relevant subjects/courses.
- Attend and contribute to relevant college meetings, including Enrolment, Open events, Employer Events, Parents' Evenings and Awards Evenings as appropriate.
- Advise and assist team members in all matters related to the delivery of subject specialisms.
- Lead the development of teaching methods and strategies as part of the College's policy of continuous improvement.
- Lead the School with the self-assessment process and take responsibility for relevant quality improvement plan actions (QIP).
- Participate in the College's Lesson Observation Scheme and Act as Teaching Observer within the School, and other departments as required.
- Perform any other duties consistent with the role and/or reasonably required by the Director of Green Skills and/or a member of the Senior Leadership Team.

## PERSON SPECIFICATION

### Qualifications

- Teaching qualification (PGCE or DTLLS)
- Qualified Teacher Learning and Skills (QTLS) status
- Level 4 qualification
- Relevant level 3 vocational qualification or equivalent in related field
- Level 2 literacy and numeracy
- Assessor/Verifier awards or willingness to achieve these quickly (training will be provided to achieve these)

### Experience

- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision, including tutorial support
- Experience with securing improvements whilst maintaining and improving a good Ofsted rating
- Proven experience in raising and maintaining high educational standards in line with current Ofsted EIF framework.
- Significant experience of working in or with the related industry
- Experience of Further Education curriculum delivery planning and administration
- Proven experience of motivating self and others
- Experience of management in a pressurised and demanding role
- Experience of project management
- Experience in managing public open days, displays or events
- Experience of securing sponsorship and working with sponsors

### Skills, Abilities and Knowledge

- Working knowledge of the majority of the curriculum specialisms offered in the School of Horticulture.
- Up to date knowledge of curriculum, teaching and learning, managing challenging learner behaviour proven through experience and continuing professional development
- Sound knowledge of available funding methodology (especially 2013/14)
- Sound ability to use Microsoft Outlook, Word and Excel, College Management Information Systems (databases) and Information Learning Technology applications (VLE, Smartboards etc.)
- Demonstrable use of ILT to improve access to learning
- Well organised and able to manage and organise others effectively
- Excellent administrative skills
- Ability to promote and build the section's programme and facilities (including relevant awarding body criteria and how to obtain scheme approval)
- High degree of personal presentation and customer care skills
- Flexibility, responsiveness, commitment to the area of work, time management skills which demonstrate the ability to work to deadlines
- Skilled in liaison and negotiation with others
- Proven ability to work as a leader and as a member of a team
- Demonstrable ability to problem solve, work on own initiative and make decisions within agreed strategic guidelines

### Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery.
- Should the position involve regular driving, a clean driving licence is required.