



## **JOB DESCRIPTION**

**JOB TITLE:** Area Lead – Health and Social Care

**REPORTS TO:** Assistant Principals

**WORK PATTERN:** Maternity Cover

**SALARY & REMISSION:** Area Allowance

Band 1 – Less than 200 entries - £2,000 – 2 periods remission (3 hours)

Band 2 – 200 to 400 entries - £4,000 – 3 periods remission (4.5 hours)

Band 3 – 400 to 600 entries - £7,000 – 4 periods remission (6 hours)

Band 4 – 600+ entries - £10,000 – 5 periods remission (7.5 hours)

+1 Band if 10 or more staff to line manage

## **ACCOUNTABILITIES**

1. Accountable for performance of individual teachers in the area, ensuring that:
  - The average value-added progress for their classes meets the college target of ALPS 4.5, or an equivalent measure.
  - The average retention for their classes is at least in line with current sector rates.
2. Accountable for the performance of courses in the area, ensuring that outcomes demonstrate good retention, at least in line with sector rates, and good, or better, value-added scores.
3. Responsible for the timeliness and consistency of implementing standard quality procedures as documented in the Quality Handbook and Quality Calendar.
4. Accountable for the quality and effectiveness of subject-based self-assessment and quality improvement planning.
5. Accountable for the effectiveness of academic interventions in supporting student outcomes, as covered by the Support to Study Process and consistently documented on college information systems.
6. Responsible for the timeliness and impact of performance management interventions, following college policies which support these, such as the Capability Policy.

7. Expected to complete a minimum of 90minutes per week of Quality Assurance, in the form of lesson visits, learner voice and work scrutiny Surveying learner opinion across areas at least once per half term.
8. Responsible for ensuring subject teams meet weekly, with recorded actions.
9. Responsible for developing and improving the performance of teachers using feedback and target setting. As part of this, accountable for ensuring appraisals are of a good quality, appropriately targeted and regularly reviewed.
10. Responsible for sharing good practice and using outstanding teachers to develop others.
11. Responsible for ensuring that courses in the area undertake marketing and recruitment activity which positively promotes the courses and the college and sustains appropriate levels of course applications.
12. Responsible for always demonstrating positive leadership behaviours, promoting a positive culture, with high expectations, and ensuring that teams work cohesively.

## **OTHER ROLES AND RESPONSIBILITIES**

1. Line manages teaching staff and support staff, where appropriate.
2. Line manage and lead subject teaching teams to ensure resources and support are in place for students in order to maximise progress and outcomes for learners.
3. Lead teams to coordinate their curriculum strategy and operational delivery in order to meet learners' needs and engage all learners.
4. Ensure that subject teams promote ownership of learning by students, including the use of target grades, target setting, personal action on weaknesses, personal tracking, and meaningful use of workshop periods.
5. Work across all support areas to ensure coordinated strategies promote high rates of progress for learners.
6. Ensure that assessment across subject areas is robust, regular, and accurate, giving students detailed feedback on how to improve.
7. Ensure that initial and ongoing assessment in subject areas informs planning for learning at a personalised level.
8. Ensure that teachers have a high level of communication with parents and guardians, with a proactive approach to supporting learner progress.

9. Embed a high level of responsiveness to learner voice in in the area, shaping and developing teaching, learning and development through this – working cohesively with student leaders.
10. Ensure that students have access to high quality electronic learning resources which allow access to support and extension activities outside of college hours.
11. Ensure that teaching teams embed themes of equality and diversity and promote fundamental British values within teaching and learning.
12. Work with teaching teams to ensure the development of maths, English and employability skills are an integrated part of curriculum delivery.
13. Ensure links between subject areas and wider stakeholders such as Higher Education or industry are developed and sustained.
14. Ensure all staff within the area continue to update their industry awareness through annual industrial placements.
15. Enhance the culture across college by promoting a positive and proactive ethos in teams which encourages a high focus on teaching learning and assessment, recognising the value of continuous learning and development, and valuing success.
16. Work alongside and support senior leaders, at times, to implement or shape aspects of college strategy – or to report on performance.
17. Work within a team to ensure the college is inspection ready.
18. Work within a team to guide students onto appropriate study programmes at enrolment or in-year, having a strong knowledge of curriculum pathways and funding.
19. Oversee the timetabling of teaching teams in such a way that maximizes teaching and learning benefits for students.
20. Oversee the recruitment of staff in subject areas as need arises.
21. Oversee budgets within capitation areas, according to need.

**In addition to the above, the postholder will be expected to:**

- support effective safeguarding of all young people throughout the College.
- attend as necessary, meetings of all College Staff.
- adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety.

- safeguard sensitive data: during the course of normal duties, the Senior Curriculum Leader may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of normal duties or with specific permission given on behalf of the college.
- undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

**We strive for equality throughout the college and positively encourage applications from all sections of the community. The college has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.**

**LEON RILEY  
Principal**

Employee signature: .....

Date: .....

Line manager signature: .....

Date: .....