



A PLACE TO INSPIRE

JOB PROFILE

Job title	Head of Faculty
Grade	Band 9
Accountable to	Assistant Principal
Line Management	Curriculum Manager; Teaching Staff
Teaching	3 hours per week
Responsible for	Supporting the Assistant Principal in providing strategic and operational leadership across all curriculum development, management, and delivery. The role is central to ensuring high-performing curriculum areas and actively promotes the college's values.

Collaborative | Agile | Trusted | Inclusive | Nurturing | Aspirational

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- A key component of the role is to ensure the responsibilities of the post are carried out in a way that reflects the standards, aims and values of the college.
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific Duties and Responsibilities

- To work collaboratively with the Assistant Principal to deliver a curriculum that meets local and regional needs, using an agile approach to develop new, aspirational programmes that reflect market demand, skills gaps and funding opportunities.
- To provide clear, effective leadership that supports curriculum managers and staff in delivering outstanding teaching, learning, and assessment in line with awarding-body standards. This includes collaboratively managing performance and taking full responsibility for direct reports. The role also leads curriculum-wide quality improvement, using data to drive timely actions that enhance student achievement.

- To ensure the curriculum area (as part of the wider campus or across college) delivers individualised and inspirational learning for all students which takes account of their starting points and provides stretch and challenge, resulting in both positive outcomes and destinations.
- To help develop and implement inclusive and agile strategies that improve attendance, retention, pass rates, and overall student achievement, while taking full operational responsibility for the curriculum areas' performance.
- To ensure the teaching environment is safe, welcoming, current, and stimulating, while taking responsibility for all curriculum delivery areas.
- To provide trusted, nurturing leadership that inspires and motivates staff, developing team members collaboratively so they can perform at their best, including effective performance management and ongoing support.
- To lead the delivery of the annual curriculum plan and support the Assistant Principal in achieving targets for student numbers, outcomes, and budgets. To ensure agile, efficient curriculum delivery that maximises resources while meeting student needs, including effective group sizes, online learning, GLH, staff deployment, and room utilisation. This work is driven by a collaborative leadership approach across the curriculum area.
- To set, monitor, and deliver key performance indicators across the curriculum area, driving continuous improvement in line with campus and College targets. This includes leading on quality, finance, and teaching, learning and assessment to ensure sustained, high-level performance.
- To lead on the relevant A Level Year (1 or 2) / GCSE student experience and outcomes, which will drive improvements in accurate recruitment, effective transition, positive end of year retention and an improving trend of student satisfaction. This ensures there is clear oversight and management of the year cohort.
- To maintain up-to-date expertise in teaching, learning and assessment, provide leadership through the delivery of high-quality teaching, cover, or training as required. This ensures strong support for curriculum development and robust evaluation of teaching and learning across the curriculum.
- To build and maintain strong relationships with all stakeholders, acting as a trusted ambassador for the College and identifying opportunities that support the campus vision. To contribute collaboratively to the leadership and management of the College as Head of Curriculum and deputise for the Assistant Principal when required.
- To act as First Response Officers for safeguarding and Prevent concerns, identifying issues, managing referrals, and coordinating internal support for students and staff, while liaising with the Safeguarding team when external intervention is needed. To proactively promote strong safeguarding practice, EDI, and health and safety across the faculty.

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Head of Faculty		E/D	A	I	T
Qualifications:					
1	Level 2 Maths and English or equivalent	E	X		
2	Teaching qualification.	E	X		
3	Management qualification is desirable.	D	X		
Experience and Skills:					
4	Experience of curriculum leadership in a changing educational setting.	E	X	X	
5	Demonstrable ability to drive improvements in teaching and learning, resulting in good and better outcomes for students and successfully leading curriculum innovations including the promotion of eLearning.	E	X	X	
6	Strong people management and line management skills.	D	X	X	
7	Experience of developing and delivering a high quality learning environment.	E	X		
8	Track record of successful partnership building with employers, awarding bodies, community organisations and other stakeholders.	D		X	
9	Knowledge of current issues and future trends impacting on FE and HE.	E		X	
10	Knowledge of FE and HE funding methodologies.	D		X	
11	Ability to analyse data and use management information systems.	D			X
12	Good financial management.	D	X		
13	Demonstrable experience of consistently hitting targets.	E	X	X	
Personal Attributes:					
14	Clear drive and ambition to ensure that the College becomes an outstanding provider of education and skills.	E	X	X	
15	Professionalism, integrity, inclusivity and respect for diversity.	E	X	X	
16	Experienced manager, team player and motivator of people.	D		X	
17	Willingness to use delegated authority and maintain discipline in an educational environment.	D		X	
18	Commitment to work in partnership with others for the benefit of students.	E	X	X	
19	Social confidence and the ability to represent the College effectively with outside agencies, employers and other bodies.	E		X	
20	Ability to network and influence relevant sector partners.	D		X	
21	Ability to develop positive, collaborative working relationship with employers, sector specialists and other stakeholders.	D	X		
22	Ability to scrutinise data with strong attention to detail.	D			X
23	The qualities of an innovator.	D		X	
24	Ability to travel between sites and to meet external commitments, to work flexibly and when needed outside normal College working hours.	E	X		
25	Willingness to travel nationally and internationally on College business where appropriate.	D	X		
26	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	X	X	
27	Commitment to quality and excellence through evidence of continuing professional development	E	X	X	
28	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	X	X	

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test