

CHESTERFIELD COLLEGE

JOB DESCRIPTION

POST TITLE:	Head of School - Construction, Building Services and Automotive
GRADE:	Scale SP 43 - 49
RESPONSIBLE TO:	Assistant Principal Advanced Manufacturing and Building Technologies
RESPONSIBLE FOR:	Leading the School to deliver an outstanding student and apprentice experience, playing a key role in the College's vision to be outstanding.
DEPARTMENT/DIRECTORATE:	Advanced Manufacturing and Building Technologies
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Under the leadership of the Assistant Principal, support curriculum teams to deliver an outstanding student experience.
2. Working with the Teaching, Learning and Quality Leads, drive the developments required to ensure outstanding teaching and learning across the School.
3. Lead on the development and delivery of a vibrant, modern, and flexible curriculum within construction, building services and automotive provision including further development of green skills that support industry.
4. Lead in the development of growth and prosperity for the School through dynamic and effective engagement with all stakeholders.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students and apprentices.
2. Lead on the implementation, planning and delivery of the curriculum across the school, including apprenticeships and the Construction Skills Hub.
3. Lead and develop Curriculum Managers/teams, supporting their professional development in line with the College's succession planning ethos.
4. Lead on projects, bids and employer engagement activity to support curriculum design, enhancement and delivery.

5. Ensure open, transparent and effective communication which impacts positively on the student experience.
6. Meet deadlines and targets, to ensure business success and security.
7. Implement education policy within the School to ensure the curriculum constantly evolves to meet the requirements of the economy both now and in the future.
8. Lead on the development, implementation, monitoring and evaluation of the quality improvement planning process in conjunction with curriculum management and the Teaching, Learning and Quality Leads.
9. Implement strategies to develop teaching and learning in conjunction with other Heads of School and the Teaching, Learning and Quality Leads , including the development of technological skills to meet industry demands.
10. Lead on the development and implementation of a progressive and fully costed curriculum plan for the School.
11. Lead on the delivery of the School's budget. Monitor income and expenditure, taking swift and decisive action to deal with underperformance.
12. Support the implementation of the Property/Facilities Strategy in conjunction with the Senior Leadership Team.
13. Working with the Teaching, Learning and Quality Leads, plan, deliver and evaluate the impact of a progressive workforce development for the School, including the development of new technologies and exposure to industry.
14. Working with Brand and Communications and other Heads of Department, agree, implement and measure the impact of a marketing plan for the School/College ensuring engagement with customers and stakeholders to maximise and grow student numbers and income. On a yearly basis, present the plan to the Senior Management Team for approval.
15. Ensure the school is fully compliant with all College policies and procedures through training and development of curriculum management and staff and monitoring of practice including internal/external quality assurance.
16. Undertake a leadership role in all performance reviews for the School. Review data and performance targets versus actuals and ensure full accountability within the management infrastructure for delivery of key performance indicators (KPIs) and financial targets.
17. Support the implementation of T Levels within the School, ensuring staff are appropriately upskilled to deliver the new suite of qualifications.

GENERAL

1. Take an active role in the health, safety and welfare of students/apprentices and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.

4. Comply with all legislative and regulatory requirements.
5. Apply the College's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with, and promote, the College's Equality, Diversity and Inclusion Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Head of Learning Construction, Building Services & Automotive	Directorate:	Advanced Manufacturing and Building Technologies
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Key Requirements:	Essential/ Desirable	How Assessed
Qualifications:		
Level 5 or equivalent qualification or relevant level of experience	E	A
Teaching qualification	D	A
Maths and English Level 2	E	A
Experience:		
Minimum of 5 years' experience working in a managerial capacity including direct management experience	E	A
Proven experience of providing an outstanding service to customers	E	A/I
Proven experience of sustained employer engagement/partnerships	E	A/I
Ability to design and build bespoke training programmes	E	A/I
Leading curriculum innovation and development to meet challenging KPIs in a complex setting	E	A/I
Leading the self-evaluation process to raise standards	E	A/I
Managing budgets efficiently and effectively and maximising income	E	A/I/T
Proven experience of co-ordinating complex areas, delivering outputs and driving improvements	E	A/I
Experience of generating growth, diversification of income and creating new target markets	E	A/I
Experience of establishing highly effective internal and external relationships that engage all stakeholders and benefit the business	E	A/I
Skills/Knowledge:		
Knowledge of education and funding streams including grant funding	E	A/I
Ability to cultivate an aspirational culture in which the team, students and apprentices can thrive and grow	E	A/I
Ability to plan, communicate and problem solve effectively	E	A/I
Excellent communication skills, both written and oral	E	A/I
Strong influencing skills	E	A/I
Ability to work under pressure and meet deadlines	E	A/I
Self-managing/reflective	E	A/I
Ability to act as an ambassador for the College with a range of external organisations, stakeholders and the community	E	A/I
Ability to influence and effect change	E	A/I
Ability to analyse and interpret data and statistics to identify areas for intervention	E	A/I

Other Requirements:		
An understanding of Safeguarding of Children and Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced By:	Gavin Varley	Date Produced:	30.05.2024
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