



HEAD OF LEARNING – STEM

Responsible to:	Director of Technology & Apprenticeships	Responsible for	STEM Curriculum Area's (Science, ICT, Access, Engineering, Electrical, Motor Vehicle)	Salary	Grade 5 £37.7K to £43.2K	Terms & Conditions	SOTC Management Full time
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Role Summary & Purpose:

As a member of the College Management Team you will work supportively and proactively with colleagues, and engage your team in service to our learners and community (both local and national) in true recognition of our College values. You will embrace the College 2021-23 strategic plan 'Strength to Strength' through authentic, inspirational and directional leadership and management of your curriculum areas of responsibility, and through motivational leadership and coaching of the staff team. Through clear oversight of your curriculum, its development, innovation, and inclusivity, and through rigorous quality improvement processes, you will ensure learner aspirations are realised, needs are met, and achievements continue to improve or are sustained significantly above national rates.

You will play a vital role in the financial health and stability of the organisation, responsibly managing and deploying your staff and other resources, managing budgets and ambitiously contributing to developing and exploring growth opportunities.

The Person

In joining our team the qualities, principles and ethics of an individual are equally important as the skills, knowledge and competencies of management. We foster a values-based culture focused on *Trust, Resilience, Authenticity, Innovation and Collaboration, Nurturing* – supporting the wider business in creating the right environment for people to be engaged and productive.

We welcome the value an attuned manager will add to our culture through role-modelling people-centred leadership and management.

Job Description and Person Specification

Detailed within this document is a key summary of the expectations and responsibilities of the postholder demonstrated through success measures as these relate to the 4 themes of the College's strategic plan, along with some additional role specific responsibilities. The person specification sets out the essential and desirable criteria for applicants for this important role.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the Executive Board following discussion with the post holder. This Job Description and Person Specification is accurate as at May 2022. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.

CELEBRATE BRAND STOKE ON TRENT COLLEGE

STRENGTHEN STRATEGIC ALLIANCES

SUCCESS MEASURES

- We are a College of choice for young people and key employers, evident through the achievement of recruitment and retention levels at or above target for our curriculum areas, increasing our market share.
- Consistently high levels of learner, stakeholder and staff satisfaction.
- A positive and engaged departmental and organisational culture for learners and the staff team, which proactively promotes equality and diversity.
- We are proud of our education and training facilities that remain state-of-the-art and among the best in our region.
- Targets are achieved in relation to learner recruitment, attendance, achievement, value added and high grades.
- Our managers effectively and proactively promote, support and embed student behaviour and attendance policies and values.

SUCCESS MEASURES

- Our management team is supportive and instrumental in the College's high profile in the local community and the region within the sector.
- As managers we have in place and nurture collaborative working, and effective partnerships and relationships with relevant partners across the FE landscape as relevant to our areas of responsibility (for example - including universities, schools, sixth form providers, the third sector, local government, local health care services and commercial businesses).
- As managers we have and support effective relationships with all external regulators, including but not limited to the DFE, FE Commissioner, Ofsted, ESFA, OFS, WMCA and other local commissioners; with compliance with their requirements.
- Our staff team understand and value the integral role the College plays in meeting local needs and see us as indispensable in supporting regional economic growth, wellbeing and health.

INVEST IN AN INNOVATIVE, CREATIVE & ADAPTABLE STAFF TEAM

DELIVER EXCELLENCE AND CONTINUOUS IMPROVEMENT

SUCCESS MEASURES

- As managers we champion within our teams the College message of inspiring a passion for innovation, forward looking aspirations and opportunities which in turn provides the required timely knowledge and expertise within the staff team.
- Our management behaviours, practices and attitudes are consistent with our College policies and practices and we are committed to these, particularly in relation to working practices, performance management and skills development.
- As managers we ensure a best practice approach in all aspects of our engagement and development of our People and teams.
- Effective internal departmental communications and interdepartmental collaboration exists and is continually improving and developing.
- As managers we engage with the College's management development programme and competency framework and identify and support others in their development journey.

SUCCESS MEASURES

- We meet and exceed the expectations of our learners and other customers evident through learner satisfaction rates and other feedback.
- Our managers take a lead role in curriculum planning and through research and keeping abreast of developments, our curriculum develops and is flexible.
- High quality teaching, learning and assessment are embedded consistently across our curriculum teams which enable our learners to develop the knowledge, skills and behaviours they need to be successful.
- As managers we contribute fully to the financial health of the organisation, enabling the College to resource our ambitions and offer.
- Tenacious quality management is in place for the department/area, with full understanding and compliance with quality assurance procedures and processes in support of high quality teaching, learning and assessment taking place.
- Our managers work collaboratively and with the wider college team to support the student journey from recruitment to exit.

Additional role specific and management responsibilities

- To lead the development, growth and delivery of an ambitious and expansive curriculum offer that closely aligns with the current and future requirements of the relevant sectors, providing clear progression pathways to further learning and rewarding careers for young people, adults and contributing to apprenticeship provision as appropriate.
- To be a motivated practitioner responsible for ensuring your team delivers high quality and impactful provision to all learner cohorts, including study programme, adults and apprenticeships – ensuring student enjoyment, achievement of best individual outcomes of performance, and progression.

- To identify and work closely with external partners and employers to support delivery and provision of relevant expertise and skills within the curriculum.
- Develop excellence through inspirational leadership and team engagement for creativity of delivery methods and opportunity focus - to support achievement, progression and reputation.
- To comply with College risk management policies and procedures as relevant to a manager's sphere of influence and accountability.
- To ensure rigorous departmental oversight and compliance to ensure reliable and high-quality management information is provided by the department in line with College processes and procedures, including the monitoring and tracking of learner performance and progress
- To ensure the proper implementation of financial and other controls, in line with the Colleges own delegation framework, and all other legislation and requirement of funding agencies.
- Teach an appropriate range of student groups (by agreement with the line manager as may be relevant to the learning areas), modelling high quality classroom practice for staff to peer observe.
- The effective management of the staff team in accordance with College policy and procedures aligned to our values, and ensuring efficient and fair deployment of staff.
- To engage in the College's agreed cycle of performance review/appraisal.
- **Equality, Diversity & Inclusion, Health and Safety and Strategy**
 - To demonstrate a strong commitment to the principles and practice of Equality, Diversity and Inclusion.
 - To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
 - To ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.
- **College Values**
 - To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
 - To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
 - To participate in making the College and inclusive environment in which to learn and work.
- **Safeguarding of Children and Vulnerable Adults**
 - To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.
- **General Data Protection Regulation and Data Protection Act 2018**
 - To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

PERSON SPECIFICATION – HEAD OF LEARNING

1. Qualifications & Training				
Essential		Desirable		How Measured
1.1	Educated to degree level with a PGCE or equivalent	1.4	Management qualification	Application form
1.2	Teaching qualification – PGCE or equivalent			Interview
1.3	Evidence of continuing professional development			Certificates
2. Experience				
Essential		Desirable		How Measured
2.1	Teaching experience in a relevant curriculum area, including effective course coordination	2.6	Management of a curriculum area and team	Application form
2.2	Proven experience of managing improvements in teaching and learning and maintaining good practice, including the use of ILT and technology in teaching and learning	2.7	Experience of team building/leading teams	Interview
2.3	Evidence of innovative and creative curriculum and programme development linked to industry and sector requirements (where appropriate) or other relevant requirements to meet learners' needs	2.8	Effectively planning and managing budgets	References
2.4	Evidence of delivering high quality support that enables students to thrive	2.9	Proven track record of effective staff performance management and the development of high performing teams	
2.5	Evidence of effectively improving and managing quality including contributing to quality assurance systems			
3. Special Knowledge/Skills/Abilities				
Essential		Desirable		How Measured
3.1	Ability to form impartial and balanced judgements, recommendations and decisions through the analysis, interpretation and challenge of statistical and other data and information	3.10	Strong people management ability and skills, e.g., coaching/mentoring, performance management, training and development, behaviour and conduct etc	Application form
3.2	Understanding of recruitment, retention, achievement and success data and its implications	3.11	Evidence of resource management e.g., staffing, budgets, materials, resources	Interview
3.3	Understanding of the Inspection process and Education Inspection Framework	3.12	Understanding of relevant funding methodologies	Performance of task/activity/presentation at interview

3.4	Ability to communicate effectively and engage with others at all levels of the organisation to build productive working relationships, through strong negotiation and interpersonal skills and personal credibility.	3.13	Experience of carrying out lesson and teaching observations and other activities to evaluate and drive improvements to standards of teaching, learning and assessment	
3.5	Ability to motivate, inspire confidence and commitment, and lead individual team members to achieve high standards of performance	3.14	Evidence of planning, designing and developing provision to ensure growth	
3.6	Understanding of the need to set and monitor challenging targets			
3.7	Proficient use of a range of IT applications, Windows based software, and Pro Suite databases including ProAchieve, ProSolution and ProMonitor			
3.8	Knowledge and experience of internal/external verification process			
3.9	Ability to proactively promote and ensure equality and diversity issues are embedded within a culture			
4. Disposition/Attitude				
Essential		Desirable		How Measured
4.1	Ability to engage and empathise with a wide range of people from diverse backgrounds			Application form
4.2	Resilient, determined and self-motivated to sustain the focus on achieving key goals and targets in a challenging yet professionally rewarding environment			Interview
4.3	Commitment to continuous improvement and development in a culture of consistently high expectations			References
4.4	Undisputed personal integrity and a personal style that demonstrates authority and commitment and inspires trust and confidence			
5. Suitability to work with Children, Young People and Vulnerable Adults				
Essential		Desirable		How Measured
5.1	Sound understanding of the requirements relating to the safeguarding of young people and vulnerable adults			Interview
5.2	Motivation to work with children, young people and vulnerable adults			References
5.3	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults			DBS Certificate
5.4	Emotional resilience with challenging behaviours			

MANAGEMENT TERMS & CONDITIONS

Conditions of Appointment

All appointments are offered subject to a probationary period of up to twelve months, during which time, performance will be assessed. In addition, all appointments are subject to:

- *verification of relevant qualifications*
- *receipt of references considered suitable by the College*
- *a satisfactory enhanced Disclosure check*
- *verification of eligibility to work in the UK*

Pension Arrangements

All staff have the opportunity to participate in a relevant pension scheme provided by the College, i.e., TPS or LGPS.

Working Hours

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. The normal working week will be 37 hours timetabled attendance for pay purposes.

Maternity, Paternity & Adoption

The College operates a range of Family Friendly policies, including Maternity, Paternity and Adoption schemes, which provide for statutory and enhanced benefits.

Sick Pay

The College has a scheme of sickness benefits, which are over and above the statutory sickness entitlements.

Training and Development

The College is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

Holidays

Management staff are entitled to 39 days plus 8 bank holidays (47 days in total). There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and generous parking space is available on site subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

Notice Period

The amount of notice you are required to give to terminate your employment, is 3 months.

Location of Work

Your principal place of work will be at the site given in the Job Description for the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the College may from time to time provide services.

Equality of Opportunity

We are committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.