

### Role Profile

<b>Role Title</b>	Head of Curriculum and Partnerships – Goole College
<b>Reporting To</b>	Goole College Principal
<b>Department</b>	Goole College
<b>Salary</b>	£38,000 per annum
<b>Version Date</b>	May 2018

### Role Purpose

To support the Principal at Goole College and Hull College Group Senior Leadership Team to provide high quality management, leadership and guidance across the curriculum and to provide an excellent learning experience which ensures high achievement for all students.

To develop and support external relationships with new and existing partners to support student recruitment, marketing and income generation.

### Key Responsibilities

1. Lead, manage and direct operational staff across the College, ensuring that staff are motivated, developed, encouraged and supported effectively.
2. Deliver highly effective communications across the College and local community, guaranteeing that staff are informed about key business priorities and the tasks and activities required to achieve these.
3. Develop the talent pool within the operational team so that there is succession planning and an appropriate management and team structure in place to maintain an outstanding experience and service to learners, employers and other stakeholders.
4. To be accountable for financial management and the achievement of performance and income targets within the college as follows:-
  - a. Student recruitment
  - b. Financial targets
  - c. Retention, pass, achievement, value added, and progression rates
  - d. Student feedback
5. To manage the delivery and future development of the curriculum offer, including online learning and the development of new provision in conjunction with HCUK Training and other key stakeholders.
6. To deploy strong performance management techniques to ensure the curriculum is operating at OFSTED rating of outstanding and contribute to the improvement of the quality of teaching, learning and assessment and the motivation of staff by conducting staff appraisals, probationary assessments and other staff performance processes to ensure that individual staff teaching and learning action plans are addressed, improvements are achieved and are reflected within the ASDPR process.

7. To ensure the provision addresses the learning needs of 14-16, FE and HE students at the college ensuring that students receive the highest standards of customer service and student support including advice and guidance, recruitment and enrolment and pastoral and academic tutorial support etc.
8. To be responsibility for the marketing and promotion of courses within the college and externally with schools, and lead on the co-ordination of school tasters, recruitment activities, events and contributions to the website, prospectus, social media etc.
9. To record data and information in an accurate and timely manner, including registers, withdrawals, transfers, assessments, examination results and student progress.
10. To contribute effectively towards the self-assessment process and actively engage curriculum teams in the production of the annual self-assessment report ensuring the process has significant impact on quality improvement for every course within the college.
11. To engage with key stakeholders within the community to raise the profile of the college and to increase student recruitment.
12. To proactively develop external business relationships to enable the college to achieve new market penetration and build on the existing client base.
13. To represent the college at internal and external meetings (working with a range of stakeholders including evening and weekend events), contributing to the continuation and development of the Goole Consultative meetings.
14. To actively comply with and contribute to the college's commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults, and equality and diversity within the college.
15. To ensure duties are carried out with full regard to health and safety legislation and to enable the college to meet its objectives in providing a safe and healthy environment for all users.
16. To undertake other duties that may be reasonably required from time to time, commensurate with the broad duties of the role.

**Person Specification**

**Head of Curriculum and Partnerships**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
First degree or relevant professional qualification	✓	
Evidence of commitment to personal development and continuing improvement	✓	
Higher Degree		✓
Post graduate Teaching or Education Qualification or Certificate in Education	✓	
Level 5 Management Qualification		✓
Minimum level 2 in Maths and English	✓	
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>		
Successful track record of senior leadership and management in the further education sector	✓	
Background of successful curriculum delivery and leading a team to achieve excellent outcomes for students	✓	
Experience of leading, managing, inspiring and motivating staff to achieve challenging targets and common goals	✓	
Experience and knowledge of the learning and skills sector and the challenges and opportunities it faces	✓	
Proven experience of leading a team to achieve good to outstanding success rates.	✓	
Proven experience in improving and maintaining quality	✓	
Experience of or willingness to work towards successful management of budgets	✓	
Building and sustaining effective and successful working relationships with partner organisations and external stakeholders demonstrating high level networking skills	✓	
Understanding and knowledge of the FE funding system, relevant qualification frameworks and accreditation arrangements	✓	
Proven experience of successful engagement with the community, schools, academies and local business	✓	
Experience of carrying out high levels of analysis of performance data in order to facilitate strategies which ensure continuous improvement in teaching, learning and assessment	✓	
A sound understanding and knowledge of regulatory and inspection frameworks in FE and Apprenticeships, and be responsive to Government policy	✓	
<b>SKILLS AND ABILITIES</b>		
The qualities of a strategic thinker and the ability to thrive in a complex environment	✓	
Strong motivational leadership skills that develop excellent teams	✓	
The ability and resilience to work under pressure and support others to do so	✓	
A positive can do attitude and a passion and enthusiasm for the FE sector, focused on achievement and continuous improvement	✓	

The ability to be both decisive and reflective, dependent on the situation	✓	
The ability to use creativity and imagination to anticipate and solve problems	✓	
Excellent communication and interpersonal skills	✓	
Highly effective consultation, motivational and negotiation skills	✓	
Able to understand, analyse and make effective use of a wide range of data	✓	
Diplomacy and tact	✓	
Project management skills		✓
Commitment to equality and diversity		✓
Ability to travel between all of the Group's sites	✓	
Ability to work flexibly, including evening and weekend work	✓	