

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Head of Art and Design
<b>Salary</b>	Scale 4, 1-6, £44,494 - £51,570
<b>REPORTS TO</b>	Director of Teaching and Learning
<b>DIRECT REPORTS</b>	Programme Manager, Art Technical Team Leader, Variable Hours Teachers
<b>WORKING PATTERN</b>	Monday to Friday with some evening and weekends

#### **JOB PURPOSE**

To provide leadership and management to Art and Design provision ensuring that:

- The curriculum meets the needs of adult learners of all abilities and backgrounds and enables them to make meaningful progress and achieve work and wellbeing goals.
- Appropriate systems are in place to accurately identify learners' needs and plan and deliver support that enables learners to achieve their full potential.
- Teaching, learning and assessment activities are accessible and inclusive and recognize learners' skills, starting points and progress and are delivered to the highest standard.
- All activities are planned and delivered in line with relevant RHACC HR and financial systems and funding body regulations and that appropriate evidence is captured.
- To provide leadership to all staff in the department and act as a role model for inclusive practice and teaching excellence
- To plan and manage the delivery of a programme of professional development that enables staff to achieve outstanding levels of performance and learner participation, progress and achievement.
- To provide outstanding customer service to RHACC learners and stakeholders and ensure that all learners within Supported Learning are treated with dignity, courtesy and respect at all times.
- To teach an agreed number of hours annually as agreed by the Vice Principal -Curriculum and Quality

#### **MAIN DUTIES AND RESPONSIBILITIES**

1. To plan and develop the curriculum in line with the RHACC Curriculum Strategy and annual Implementation Plan objectives ensuring annual funding, financial and learner number targets are achieved and that the curriculum is delivered as efficiently as possible.
2. To develop links with partners in the creative industries to enrich learning and support progression to work.
3. To ensure the curriculum offer and its delivery enables learners to develop the range of skills required for success in the workplace and in society, including basic skills, digital and personal competencies for employment.
4. Develop the Department Marketing Plan and learner recruitment activities, in liaison with the Marketing team, ensuring the course offer is effectively communicated to the wider community, target audience and under-represented groups.

5. To implement the RHACC Learner Involvement Strategy within the Department ensuring that learner and employer needs, views and preferences are captured and used to inform and improve provision.
6. To provide effective line management systems within the Department, ensuring that staff have the skills, abilities and resources to effectively manage and support effective teaching and learning and annual performance targets.
7. To ensure that all established teaching staff in the Department are effectively and efficiently deployed to achieve their annualised hours and that annual teaching hours are reviewed and agreed regularly in line with business needs.
8. To manage the Department's variable hours teacher budget ensuring that the curriculum is delivered as efficiently as possible and within budget.
9. To ensure that all staff are fully and appropriately supported, deployed and monitored and receive regular feedback on their performance in relation to relevant performance targets and the requirements of their role.
10. To implement an effective Health and Safety culture in all Art and Design studios and teaching and learning spaces and to ensure that equipment and resources are well maintained and regularly serviced and repaired as required and
11. To establish a culture of high performance and manage the implementation of RHACC quality monitoring and improvement activities within the Department e.g. direct observations, learning walks, course evaluation, learner progress monitoring and feedback systems
12. To lead the annual Self-Assessment process within the Department in liaison with the Director of Teaching and Learning and Head of Quality.
13. To lead the development and implementation of the annual Department Quality Improvement Plan in liaison with the Director of Teaching and Learning and Head of Quality.
14. To lead the implementation of RARPA within the management area and related internal moderation and standardisation activities for non-accredited learning providing evidence of learner progress.
15. To scrutinize key learner and curriculum data sets and information to identify learners and provision 'at risk' of underperformance and use this information to plan and implement appropriate interventions.
16. To be responsible for ensuring that appropriate quality assurance systems for qualification provision are implemented and meet awarding organisation requirements, including acting as IQA for a qualification area as appropriate.

**General Duties:**

17. To be familiar with the College's Policies and Procedures and ensure that they are correctly applied and implemented with .
18. To commit to ongoing professional development by undertaking job-related training as agreed with the Director of Teaching and Learning.

19. To contribute to the planning and development of RHACC services.
20. To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
21. To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
22. To actively promote the College's Safeguarding and Prevent Policy and Procedures, and understand your responsibilities to report concerns
23. To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

<b>PERSON SPECIFICATION</b>
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The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	<b>KNOWLEDGE</b>			
1.	Thorough knowledge of quality improvement processes.	✓		AF, I
2	Good knowledge of Ofsted framework and inspection process	✓		AF, I
3	Knowledge of the latest innovations and practices in the delivery and quality assurance of teaching, learning and assessment	✓		AF, I
4	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		AF,I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
5	Experience of leading and achieving sustained improvements in outcomes for learners	✓		AF, I
6	Experience of designing and delivering effective teacher and internal quality assurance training sessions		✓	AF, I
7	Experience of teaching adult learners and of managing an adult curriculum		✓	AF,I
8	Experience of leading processes to assess the quality of education such as observations and learning walks	✓		AF, I
9	Well-developed report writing skills and ability to produce reports to a high standard and to a range of audiences	✓		AF, I
10	Excellent interpersonal and networking skills	✓		AF, I
11	Excellent planning and organisational skills	✓		AF, I
12	Good analysis, problem-solving and decision-making skills	✓		AF, I
13	Ability to use IT at a level commensurate with job role	✓		AF, I
	<b>QUALIFICATION</b>			
14	Qualified to Degree Level and qualification relevant to the remit	✓		AF
15	Teaching qualification and experience of teaching and subject specialism	✓		AF
16	An English and maths qualification at L2	✓		AF