



JOB DESCRIPTION

Job Title:	Head of Business School
Responsible to:	Vice Principal Academic (Non-Veterinary Studies)
Responsible for:	All programmes related to Business School Provision
Location:	Huntingdon Centre Travel to other centres is expected in order to perform this role
Hours of Attendance:	37.5 hours per week. The appointee will be expected to work flexibly to meet the requirements of the post

Purpose of the post:

To lead and support the Business School team to ensure that learner expectations are met by the achievement of outstanding programmes, learning delivery and high success rates.

To inform and help ensure the focus remains on learners, you will be part of the organisational academic team.

MAIN AREAS OF RESPONSIBILITY

1. Management of the Business School provision across all centres
2. Line management of Business School team
3. Quality Assurance
4. Programme development
5. Promotion of provision
6. Lecturing across a range of courses
7. Short Courses
8. Partner Liaison
9. Information, Advice and Guidance
10. Health, Safety and Safeguarding

1. Management of the Business School provision.

- 1.1 Participate in the development, maintenance and quality assurance of Business School.
- 1.2 Attend Board of Studies, academic progression meetings and chair other meetings associated with the Programmes delivered.
- 1.3 Maintain communications with the Vice Principal Academic (Non-Veterinary Studies).
- 1.4 Timetabling of courses including preparation of schemes of work.

- 1.5 Liaise with the Vice Principal Academic (Non-Veterinary Studies) in preparing and implementing the business plan and SAR.
- 1.6 Allocate resources to individual centre development plans.
- 1.7 Implement College operating policies and procedures.
- 1.8 Oversee Health and Safety in relation to delivery of programmes.
- 1.9 Ensure that the work environment is safe.
- 1.10 To recommend both human and physical resource requirements for the programmes.
- 1.11 Attend and prepare reports for meetings with managers.
- 1.12 Produce regular reports on academic provision including staff and centre performance.
- 1.13 Chair teaching meetings and record results of meetings where appropriate.
- 1.14 Maintain appropriate records including those required by the Examining/Awarding Body.
- 1.15 Oversee individual student records.
- 1.16 Assist with managing the provision of regular and appropriate learner reviews and to report unusual findings to line manager.
- 1.17 Input to operational planning processes in accordance with College policy and frameworks, involving relevant staff in the generation of ideas and plans.
- 1.18 Ensure targets for recruitment, growth and success rates are monitored and report on performance against these targets, taking prompt action to ensure targets are met or exceeded.
- 1.19 Plan and deliver learning programmes to meet the requirements of the stakeholders, awarding bodies and professional bodies, to achieve high levels of timely success.
- 1.20 Monitor learner progression through implementation of the learner review procedure and academic progress review (APR) and report unusual findings to Vice Principal (Non-Veterinary Studies). Ensure effective communication with all relevant stakeholders.
- 1.21 Ensure learners with SEN are provided with effective and appropriate support to achieve.
- 1.22 Implementation of the self-assessment processes in accordance with College policy as an effective tool in ensuring continuous quality improvement.
- 1.23 Set and achieve high standards of support and learning, student recruitment, induction, retention and achievement.
- 1.24 Utilise the centre exam invigilators and oversee the smooth and efficient running of all centre exams in liaison with the Exams Officer.

2. Line management

- 2.1 Manage and develop the lecturing team including mentoring activities.
- 2.2 Appoint and manage course tutors and senior course tutors (where applicable).
- 2.3 Carry out regular reviews and where appropriate make recommendations for staff development.
- 2.4 In collaboration with the Vice Principal Academic (Non-Veterinary Studies) recruit, deploy and mentor staff to ensure the efficient and effective delivery of the programmes.

- 2.5 Guide and manage staff, ensuring high standards of performance in accordance with College policy and procedures.
- 2.6 Plan and engage staff in appropriate training and development to continually improve performance and outcomes.
- 2.7 Ensure appropriate ownership and accountability for high standards and outcomes.
- 2.8 Comply with the College policy for Health and Safety and ensure a health and safe environment. Undertake and keep up-to-date risk assessments.
- 2.9 Proactively implement the College's policy on Equality, Diversity and Inclusivity in all aspects of the learning schools including programme content and delivery.
- 2.10 Ensure high standards of course preparation, management, delivery and quality assurance.
- 2.11 Deliver learning programmes to meet the requirements of the awarding bodies and to achieve high levels of learner success in a timely manner.
- 2.12 Advise and support staff using personal knowledge and experience. Mentor colleagues and support the work of associated lecturers.
- 2.13 Work in a flexible, proactive manner to meet the changing requirements of education and undertake such other duties, commensurate with the post.

3. Quality Assurance

- 3.1 To become familiar with professional and institutional quality frameworks and regulations.
- 3.2 Participate in meetings with Awarding Bodies for the purpose of assuring the quality of programmes, College systems and processes with respect to assessment and verification.
- 3.3 Advise Principal and Vice Principal Academic (Non-Veterinary Studies) on issues arising from awarding body reports and to provide active support and guidance where necessary.
- 3.4 Issue, receive and update action plans associated with post inspection action plans, improvement plans, operational plans and course self-assessment reports (CSARs).
- 3.5 Responsible for all aspects of students, parents, employers and staff surveys.
- 3.6 Input into quality policies and procedures in collaboration with the Vice Principal Quality.
- 3.7 In collaboration with the Vice Principal Academic (Non-Veterinary Studies) review feedback from stakeholder surveys and implement strategies to address any areas of concern to continually improve provision.
- 3.8 Implement agreed Standardisation and IQA procedures.
- 3.9 Input to the OTL team in developing and maintaining pedagogic best practice.

4. Programme development

- 4.1 Maintain accurate student records and data including that required by Professional and Awarding bodies including certification claims and eligibility for professional registration.
- 4.2 Take responsibility to drive quality improvement through monthly review of QIP and action plans and Course Self-Assessment Reports (CSARs)
- 4.3 Development of activities/provision across centres.

- 4.4 Increase range and type of academic provision across centres.
- 4.5 Manage centre development in relation to Business School provision.
- 4.6 To participate in the development of the full-time course programmes.
- 4.7 Lead and participate at centre level in the development of new programmes.
- 4.8 Evaluation of existing programmes to assist in developing and agreeing strategies for the development of new resources.
- 4.9 Liaise with interested groups and individuals to set up new services.
- 4.10 Assist with awareness, evaluation and marketing of new courses.

5. Promotion of provision

- 5.1 Recruitment of suitable applicants to courses (including interviewing, attending open days and presenting an overview of programme's at relevant sessions).
- 5.2 Oversee a personal tutor group.
- 5.3 Have local awareness of competitors and potential competitors.
- 5.4 To liaise with the Vice Principal Academic (Non-Veterinary Studies) in preparing and implementing marketing plan.
- 5.5 Identify and agree targets for enrolments, retention and achievement rates; monitor and report on performance against these targets, taking prompt action to ensure targets are met/exceeded.
- 5.6 Actively engage in the recruitment and conversion of students to include open days, applicant days and leaver days.
- 5.7 Attend annual student awards ceremony.

6. Lecturing across a range of courses

- 6.1 Participate in Induction Programme for all new students.
- 6.2 Prepare, maintain and develop high quality teaching resources for programmes.
- 6.3 Lecture students/delegates across a range of subjects using a range of teaching styles/methods to cater for individual learning needs.
- 6.4 To maintain individual student records.
- 6.5 To undertake regular course evaluations and report findings to teaching team.
- 6.6 Record and maintain attendance and punctuality records.
- 6.7 Develop and implement pedagogic best practice within the programme to cultivate a commitment to excellence in all aspects of teaching, learning and assessment.
- 6.8 Be responsible for high quality students experience as evaluated against a range of external benchmarks.
- 6.9 Foster student engagement.
- 6.10 Actively support students through supervision of projects, dissertations, research modules and other activities.

7. Short Courses

- 7.1 To participate in the development of the short course programmes identifying student needs, target audience, plan, develop and review evaluations and update course content and material as required.
- 7.2 Evaluate income and content of short courses in vocational area.

- 7.3 Oversee short course provision relevant to the Business School across centres.
- 7.4 Attend short course meetings.
- 7.5 Participate in the development of vocational short course programmes.
- 7.6 Provide lecturer input on short courses as required.

8. Partner Liaison

- 8.1 Maintain relationships with Partner Institutes for the ongoing delivery and development of all Programmes.
- 8.2 Participate in the review of relationships with College partners and employers.
- 8.3 Maintain and enhance links with College partners.
- 8.4 Actively foster and develop collaborative links with other relevant associations and awarding institutions.
- 8.5 Participate in the employer forum at the request of the Vice Principal Academic (Non-Veterinary Studies).
- 8.6 Lead activity in relation to accreditations with professional bodies and preparations for external quality inspections and reviews.

9. Information, Advice and Guidance

- 9.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work.
- 9.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice and guidance.
- 9.3 Actively promote high quality information, advice and guidance.
- 9.4 Listen to what clients of our service say about our provision and continually improve our delivery.

10. Health and Safety and Safeguarding

- 10.1 To comply with the Health & Safety at Work Act.
- 10.2 To oversee health and safety arrangements at the College via team meetings, minutes and staff noticeboards.
- 10.3 To comply with The College of Animal Welfare and partner institutes' Health and Safety regulations.
- 10.4 To ensure that students' safety is considered at all times.
- 10.5 To take responsibility for maintaining awareness of Health & Safety at the College, via the Committee, minutes and staff noticeboards.
- 10.6 To care for the pastoral needs of students by giving them academic counselling and guidance and, where appropriate, guidance on where they may find any further help needed.

11. Equality, Diversity and Inclusion

- 11.1 Proactively implement the College's agreed policy to promote and embrace Equality, Diversity and Inclusion in all aspects of provision.

- 11.2 To contribute to the development of the equality, diversity and inclusion strategies and make recommendations where necessary.
- 11.3 Actively promote and embed equality, diversity and inclusion in all activities across the organisation.
- 11.4 Comply with the Disability Discrimination Act.
- 11.5 Comply with the College of Animal Welfares' Equality, Diversity and Inclusion policy.
- 11.6 Actively participate in sharing of good practice across the organisation.

Attributes	Essential	Desirable	How Identified
Education level/ Qualification	<p>Appropriate Degree /professional qualification at level 5 or above .</p> <p>Recognised teaching qualification at level 4 or above</p> <p>Willing to undertake essential CPD</p> <p>Maths & English GCSE (Grade C minimum)</p> <p>Good IT skills</p>	<p>Assessor and Verifier Awards.</p> <p>L3 qualification in coaching.</p> <p>L3 Customer service award.</p>	<p>Sight of qualifications documents</p> <p>Application form</p>
Experience	<p>Current knowledge within the subject areas.</p> <p>Experience in teaching role</p> <p>Programme management</p> <p>Understanding of awarding bodies inspection requirements</p> <p>Understanding of quality improvement strategies</p> <p>Staff management</p> <p>Marketing and liaison with external stakeholders</p> <p>Evidence of recent industry experience/relevant CPD</p>		<p>Application form</p> <p>References</p>
Knowledge & Ability	<p>Good Sector Educational awareness</p> <p>Ability to meet people with ease and motivate them to seek opportunities and achieve high standards.</p> <p>Provide optimum levels of leadership, encouragement, training and support in order to help others achieve their results.</p> <p>Generate and provide specialist services</p>	<p>Create a network of contacts across various disciplines that provide advice on what resources are available both within and outside the organisation.</p> <p>.</p>	<p>Application form</p> <p>References</p> <p>Interview</p>

Attributes	Essential	Desirable	How Identified
	<p>which benefit the organisation & lead to a high level of both internal and external customer satisfaction.</p> <p>Develop competences and expertise in both self and others.</p> <p>Be committed to equality and diversity</p> <p>Full driving licence</p>		
Attitude/Disposition	<p>Excellent communicator - self-confident and persuasive.</p> <p>Appropriate attitude to the use of authority and maintaining discipline.</p> <p>Self-motivated</p> <p>Possess patience & persistence.</p> <p>Willing to positively promote the college at every opportunity.</p> <p>The determination to set challenging targets with the expectation of high standards</p> <p>Be flexible and adapt to changing circumstances</p> <p>Ability to engage and motivate learners.</p> <p>Flexible and adaptable to changing environments.</p> <p>Flexible attitude to travel between College sites.</p>		<p>References</p> <p>Interview</p>