

Head of Learning Centre

Job Description

Purpose of the Post

Responsibility for managing a department including development of curriculum, allocation of resources, supervision and support of staff in line with the College statement of intent and core principles.

The Head of Learning Centre will have responsibility for departmental budgets for agency staff, learning resources and staff development.

The Head of Learning Centre will work under the supervision of the Head of College to lead the staff team in the provision of high quality education within the remit of the policies adopted by governors.

The Head of Learning Centre will actively seek to promote the work of the College in order to maintain its high reputation.

Reporting Relationships

The Head of Learning Centre will report to the Head of College.

Functional Links

The Head of Learning Centre will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:-

1. Students and their carers, advocates
2. Other professionals working with students
3. Education Departments
4. Community Services
5. Sutton and Merton PCT
6. Voluntary bodies

Duties and Responsibilities

In conjunction with the Head, Deputy Head and Assistant Head of College, the Head of Learning Centre will be responsible for:-

- Management of the department team. This will include daily organisation, timetabling and monitoring, mentoring, training, supervision and support of staff and management of internal communication systems.
- Performance Review of staff.

- Leadership and development of appropriate curriculum, linked to the whole College curriculum, for learners ensuring that learning experiences are organised in a progression which supports the development of the individual student.
- Demonstrating a commitment to the safeguarding of children and vulnerable adults.
- Responsibility for departmental budgets for agency staff, learning resources and staff development.
- Responsible for monitoring the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body.
- Planning, implementation, monitoring and evaluation of 4 contact (teaching) sessions weekly, including 1 evening.
- Effective assessment, recording and reporting of student progress.
- A maximum of four weeks' management cover during non-term time.
- Planning, co-ordination and implementation of training workshops as required.
- Ensuring the Health and Safety of staff and students and visitors in keeping with the College Health and Safety policy. Responsible for risk assessment and dealing with hazards, accidents and incidents and reporting these to the Head of College.
- Liaising with the Facilities Manager to ensure the above.
- The identification of appropriate teaching equipment, repair and maintenance/replacement within the allocated budget. Reporting inventory changes to the Administrative Assistant: Finance. Requisition of equipment will follow whole College procedure.
- Establishing and maintaining external relationships, including co-ordination and quality monitoring of external communications systems with carers, professionals and others.
- Leadership of internal and external meetings to include:
 1. Teachers/Lecturers' Information and planning meeting
 2. Staff meetings
 3. Support meetings
 4. Student Review meetings
- Attendance at evening meetings will be required at times.
- Co-ordination of submission of written reports for student review meetings.

- Raising awareness of the work of the College and its students, including planning and delivery of external training, presentations, contributing to journals and publications.
- Contributing to the identification of objectives for the continued development of the College.
- Facilitating effective implementation of identified development objectives within available resources.
- Participation in appropriate continuing professional development and staff development opportunities to up-date or develop new skills.
- The promotion of and compliance with policies adopted by Orchard Hill College Governing Body, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertaking such other duties of a similar nature as required by the Principal.

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Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. *You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.* If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience

1. Qualified Teacher Status in Lifelong Learning
2. Significant experience of good/outstanding teaching of students who have learning disabilities.
3. Successful experience of management responsibility.

Abilities, Skills and Knowledge

4. Able to plan and lead curriculum initiatives in accordance with changing demands.
5. Able to demonstrate strong practitioner skills and maintain the high professional standards of a centre of excellence, establishing and maintaining external relationships with carers, professionals, funding bodies and others partners.
6. Able to manage and implement appropriate assessment, objective setting, recording, reporting and evaluation of educational programmes.
7. Able to manage, direct and monitor a number of teaching teams.
8. Able to communicate a commitment to the view that students with severe/profound learning disabilities can and do achieve and to promote equality and diversity.
9. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults, acting as designated officer when required.
10. Able to lead and support staff in developing improved practice through planning and delivery of staff development, performance review, supervision and support.
11. Able to develop curriculum, training and awareness raising presentations, workshops and materials both internally and for other professionals.
12. Able to manage departmental budgets for learning resources and staff development.