

## **Head of Employability Courses**

### **Job Description**

#### **Purpose of the Post**

To be responsible for the strategic and professional leadership of the service, ensuring that strategies are in place to deliver the best employment outcomes for our students and apprentices.

To support the ongoing development and the implementation of our adult education courses including workstart and apprenticeships, so that the highest impact and best employment outcomes are achieved.

To deliver outstanding support and opportunities for our students and promote our students success.

To provide leadership, develop courses, and allocate resources, in line with the College statement of intent and core principles.

To manage a staff team that work across different College centre locations, which currently include the regions of Sutton, Kingston, Lambeth/Southwark and Hillingdon.

The Head of Employability will be required to visit these regions on a regular basis.

The Head of Employability courses will have responsibility for a departmental budget for staff, learning resources, accredited courses ranging from Entry 1-Level 2, overseeing the internal verification of portfolios and staff development.

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

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

#### **Reporting Relationships**

The Head of Employability courses will report to the Assistant Principal of College.  
Functional Links

The Head of Employability courses will be expected to work in collaboration with allied professionals and to maintain links with a variety of bodies. These will include:

- Students and their carers, advocates
- Other professionals working with students
- Education Departments
- Community Services
- Employers
- Voluntary bodies
- Stakeholders

## Duties and Responsibilities

In conjunction with the Principal, Deputy Heads and Assistant Principal of College, the Head of Employability courses will be responsible for:

- Leading, managing and developing our staff so that they are equipped to deliver our employability targets. This will include daily organisation, timetabling and monitoring, mentoring, training, supervision and support of staff.
- Performance Review of staff.
- Ensuring that appropriate management, staffing and other structures are in place to enable the Workstart Provision and apprenticeships are delivering and developing a high quality service.
- To have good knowledge of apprenticeships programmes to oversee.
- Working alongside the assessments and placements team to develop the assessment process in line with the courses being offered.
- Leadership and development of appropriate curriculum and courses for employment opportunities ensuring that learning experiences are organised to support the development of the individual student.
- To work alongside the exams officer to enter students for external qualifications, and ensure that, the correct procedures are in place and being followed.
- To be responsible for the marking of Functional Skills papers from Entry 1- Level 2.
- Utilise technology to maximise the development of employability skills throughout the student journey.
- Demonstrating a commitment to the safeguarding of children and vulnerable adults.
- Ensure budgets are managed effectively maximizing any sources of income available to contribute to costs.
- Responsible for monitoring the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body and course outline/awarding body.
- Effective assessment, recording and reporting of student progress.

- Comply with Data Protection requirements in all working practices, and maintain confidentiality, as necessary.
- Lead on compliance with policies and procedures relating to work placements and apprenticeships.
- Planning, co-ordination and implementation of training workshops as required.
- Establishing and maintaining external relationships; ensuring they are appropriate, monitoring, feedback and quality monitoring processes in place of external communications systems with carers, professionals and others, and that these are used to inform current practice.
- Leadership of internal and external meetings to include:
  1. Staff meetings
  2. Support meetings
  3. External verification
  4. Employer reviews
  5. EHCP reviews
- Contributing to the identification of objectives for the continued development of the College.
- 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.

## Head of Employability Courses

### 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 or a willingness to undertake.
2. Significant experience of good/outstanding teaching of students who have learning disabilities and /or barriers to learning at Entry Level up to Level 2.
3. Significant experience and knowledge of Apprenticeships.
4. Significant leadership and management experience.
5. Strong knowledge and experience of supporting young people to make a transition into work and sustaining employment.
6. Experience of strategic and operational planning.
7. Experience of developing and sustaining relationships with external partners, employers and businesses.
8. Experience of effective budget planning.

### Abilities, Skills and Knowledge

9. Able to plan and lead curriculum initiatives in accordance with changing demands.
10. To have excellent understanding of accredited courses, particularly with a Employability focus.
11. To have excellent understanding of apprenticeships standards and framework
12. To have experience of delivering Functional skills at E1-L2 and good knowledge and understanding of Functional skills examination process and internally verifying Functional skills exams at E2 and E3.
13. Excellent knowledge and understanding of issues relating to work experience placements, work trials, volunteering placements in a variety of sectors and employment support techniques.

14. Able to manage and implement appropriate assessment, objective setting, recording, reporting and evaluation of educational accredited programmes.
15. Able to manage, direct and monitor a staff team.
16. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults, acting as designated officer when required and be supportive of others in pressurized environments
17. Able to develop curriculum, training and awareness raising presentations, workshops and materials both internally and externally and for other professionals.
18. Able to manage departmental budgets for learning resources and staff development.
19. Knowledge of relevant legislation including employment legislation, immigration regulations and Data Protection requirements.

## **Head of Employability Courses**

### **Further Information**

Orchard Hill College is a dynamic, forward looking organisation. We provide a wide range of quality full-time and part-time courses for young people and adults with learning difficulties and/or barriers to learning. Employability courses currently take place in all college regions

You are welcome to visit the College prior to making an application for employment, if you wish.

*This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

### **SALARY:**

The annual salary is within Sutton's Local Lecturers' Scale points 19 - 29, namely £43,509 - £55,508 per annum including London Allowance for 36 hours per week. Salary is paid by Direct Bank Transfer on the last working day of the month. Conditions of service are governed by Sutton's Local Conditions for Further Education Lecturers.

### **ANNUAL LEAVE:**

The annual leave entitlement for this post is 40 days, and extra time off in lieu may be accrued, so that only 20 days of cover is provided during non-term time. All leave must be taken during non term time, by arrangement with the Principal. Annual leave is calculated on complete months of employment.

### **DISCLOSURE AND BARRING SERVICE CHECKS:**

This post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and is therefore subject to a Disclosure and Barring Check.

Applicants are required to declare any convictions, cautions or bind-overs even if they would for other purposes be regarded as spent.

The disclosure of a criminal record, or other information, will not debar you from employment unless we consider that it makes you unsuitable for appointment in the post you have applied for. In making this decision we will consider the nature of the offence(s), when it happened, what age you were when it was committed and its relevance to the post applied for having regard to any other relevant factors. In the event of employment any failure to disclose criminal convictions could result in dismissal or disciplinary action.

Any information disclosed will remain confidential and will be considered only in relation to an application for positions to which the Order applies.

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM:**

Successful candidates will be required to produce documents proving their identity and demonstrating their eligibility to work in the United Kingdom. These documents will also be used in processing the check with the Criminal Records Bureau.

**SMOKEFREE POLICY:**

All employees are required to conform to the College's Smokefree Policy. Employees are not allowed to smoke during working hours.

**MEDICAL FITNESS:**

The offer of appointment will be subject to satisfactory medical clearance.

**LOCATION:**

The postholder will need to work flexibly across the Orchard Hill College centres, as required.

**HOURS:**

The hours are 36 hours per week

**PENSION:**

Under the Social Security Act 1986 you have the right to make your own pension arrangements. On appointment, you will contractually become a member of a Pension Scheme.

**SEASON TICKET LOAN:**

An interest free season ticket loan is available to staff who travel to work by British Rail on a regular basis.

**PROBATION:**

The probationary period is 12 months.

**NOTICE:**

The period of notice to terminate this appointment is 2 months in the Autumn and Spring terms and 3 months in the Summer term, to take effect at the end of the term.

*In promoting equality and diversity, we welcome applicants from all sections of the community and guarantees an interview to disabled people meeting the job requirements.*