



## JOB DESCRIPTION

<b>Job Title:</b>	Head of School of Health, Care and Public Services
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Framwellgate Moor Campus
<b>School:</b>	Health, Care and Public Services
<b>Accountable to:</b>	Vice Principal

### Job Purpose

To ensure the achievement of academic students and high quality learning opportunities for students across all programmes within the School of Health, Care and Public Services

### KEY RESULT AREAS

1. To ensure that the College's curriculum within the School of Health, Care and Public Services is developed, in line with the aims set out in the College Strategic Plan and reflected in an Annual Business Plan for the School.
2. Review, with the Vice Principal, the School's portfolio of provision, identifying opportunities for curriculum developments and awards to ensure that students are able to progress into employment and further studies.
3. Work corporately and in collaboration with other Schools and Departments to enhance the programmes and services provided by the School.
4. Ensure that students have access to tutorial and pastoral support and other welfare services and are subject to College policies on discipline.
5. Maintain high standards and quality by:
  - Leading and managing the self-assessment process for the School.
  - Monitoring and implementing the resultant action plan to facilitate continuous improvement.
  - Ensuring that the College's policies for quality management and enhancement are employed effectively in the School.

- Ensuring all staff receive a comprehensive and effective induction into the School.
  - Ensuring all staff within the School activity engage in the College Appraisal and Classroom Observation Scheme.
6. Lead, motivate and develop staff to meet key performance targets for the School including student recruitment, retention and achievement and ensure the attainment of income generation targets.
  7. To plan, co-ordinate and control the human and physical resources allocated to the School to ensure their effective deployment to the benefit of the students, staff and the College as a whole.
  8. To carry out the recruitment, induction and management of part-time staff employed within the School.
  9. Manage budgets as agreed.
  10. Ensure staff within the School fulfil their contractual commitments in relation to teaching hours.
  11. Produce in conjunction with the Vice Principal an Annual Business Plan for the School, which supports the College's Strategic Plan.
  12. Provide timely and accurate student, staff and course data to enable effective course, School and College management.
  13. To lead on a significant portfolio of cross college responsibilities (As allocated by the Vice Principals)
  14. Undertake any other duties commensurate with the grade and status of the post, including representing and acting on behalf of senior staff as directed.

**NB All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.**

### **General Responsibilities**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **Equality and Diversity**

The College is committed to Equality and Diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you, as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expect all staff and volunteers to share this commitment.

**Assessed by key:**

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

**PERSON SPECIFICATION**

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<b>Knowledge &amp; Experience</b>	<b>Assessed by</b>	<b>Essential</b>	<b>Desirable*</b>
A graduate level or appropriate professional qualification.	1	✓	
Teaching qualification or equivalent experience	1	✓	
Evidence of continued professional development.	1	✓	
Successful middle management experience in a college of Further/Higher Education or other large public or private sector organisation.	1	✓	
Proven track record of managing others	1	✓	
Proven track record of teaching in post-compulsory education.	1	✓	
Knowledge of current issues in Further and Higher Education.	1/2	✓	
Proven track record of undertaking projects/work outside the "normal" sphere of work e.g. activities that span the organisation.	1/2	✓	
<b>Skills</b>		<b>Essential</b>	<b>Desirable</b>
Proven capacity to work innovatively and independently	2	✓	
Leadership and motivation skills.	1/2/3	✓	
Ability to lead teams and prioritise the work of others.	2/3	✓	

Ability to think and act strategically and laterally	2/3	✓	
Excellent interpersonal and communication skills in dealing with colleagues, and those people and organisations with whom the College works in partnership	1/2/3	✓	
Ability to manage complexity and diversity	2/3	✓	
First class oral and written presentation skills	1/2/3	✓	
Ability to work in collaboration with partner organisations, the community and the other stakeholders	1/2/3	✓	
Tenacity, flexibility and the ability to work under pressure	1/2/3	✓	
Personal and Professional integrity	3	✓	
Suitable to work with young people and other vulnerable groups	1 / 3	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

## COMMUNICATION AND WORKING RELATIONSHIPS

### Internal Communication / Working Relationships

#### Liaison with:

- Principal
- Vice Principals
- Directors
- Heads of Schools
- Heads of Departments/Managers

### Membership of College Groups

College Managers' Group

### External Communication / Working Relationships

#### Liaison with:

- Students, clients and customers
- Students' parents or guardians
- Careers services
- Feeder schools
- Universities
- Colleges
- External Verifiers and Assessors associated with the School
- OFSTED
- ALI
- FEDA
- QAA
- FEFC
- Employers
- Professional bodies relating to school activities

**This is not an exhaustive list – it is for illustrative purposes only**

## ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

### Competency - Quality and Organisational Drivers

#### Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

#### Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

### Competency - Managing People and Performance

#### Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.



## **Deploying People and Resources Effectively**

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

## **Competency - Managing Finance**

### **Financial Planning**

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (eg YPLA/ SFA / HEFCE);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (eg Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (eg Pensions, VAT, CSR).

### **Financial Management**

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

## **Competency - Leadership**

### **Providing Direction**

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

## **Competency - Building Capability**

### **Developing Knowledge and Skills**

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

### **Working Collaboratively**

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

## **Competency - Planning and Organising**

### **Effective Planning**

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: September 2018**