

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Head of Subject
Job Purpose:	To achieve high levels of student achievement and retention in the subject, by ensuring effective planning and teaching
Accountability to:	Director of Faculty
Responsible for:	Subject Staff

Key Responsibilities and Key Tasks:

- 1. Ensure effective planning of courses**
 - a. Plan courses, and produce schemes of work and subject handbooks, according to examination board and college requirements
 - b. Advise Director of Faculty/Assistant Director of Faculty on staffing needs and timetabling of courses, staff, classes and rooms
 - c. Ensure compliance with requirements for exam entries, coursework and exam arrangements
 - d. Promote effective curriculum development
 - e. Advise students on courses and maintain subject links with relevant industries, careers and higher education
 - f. Respond to requests for advice from the Adult Education programme manager on matters of subject staffing and curriculum

- 2. Promote effective teaching and learning in the subject**
 - a. Monitor the quality of teaching and learning on daytime courses, and through liaison with Adult Education programme manager for evening courses
 - b. Appraise subject staff as agreed with Director of Faculty/Assistant Director of Faculty
 - c. Monitor and review subject staff development and induction, arranging training as appropriate
 - d. Monitor courses for equal opportunities and key skills requirements
 - e. Undertake regular subject self-assessment reviews and set targets
 - f. Ensure assessment and reporting procedures are carried out
 - g. Develop teaching strategies for raising student achievement
 - h. Arrange appropriate extra-curricular subject activities to enhance learning and develop the subject including Skills Agenda related activities.

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3. Ensure effective and safe use of resources

- a. Advise on financial and resource needs of the subject and manage relevant budgets
- b. Ensure subject-specific and general requirements of Health and Safety policy are met
- c. Maintain an attractive and safe working environment in the subject area
- d. Promote the care and security of subject accommodation and resources

4. Any other duties

- a. Undertake any other reasonable tasks, as required.