

## **JOB DESCRIPTION**

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

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

### 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 if required
- 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.