

## Head of Education – Rockley Academy

<b>Location:</b>	<b>Poole, Dorset</b>	<b>Closing Date:</b> 7 <sup>th</sup> May 2018
<b>Reports to:</b>	<b>Managing Director</b>	<b>Interviews to be held:</b> Tuesday 15 <sup>th</sup> May
<b>Start date:</b>	<b>August 22<sup>nd</sup> 2018</b>	
<b>Salary:</b>	<b>Competitive salary and package</b>	
<b>Working Pattern:</b>	<b>40 weeks per year (term time + 1 week) Monday to Friday 09.00 to 17:00 Parents Evenings, Open Days on an ad hoc basis.</b>	

Rockley Academy is seeking to appoint an inspirational Head of Education to lead and develop the educational arm of our business – Rockley Academy. This is a fantastic opportunity for a leader who has the skills, experience and tenacity to grow this vibrant part of our business.

The ideal candidate will ensure the educational programmes are managed, developed and reviewed to meet the highest quality of provision and performance. This role will require a visionary individual who is able to lead and manage the future strategic vision of the educational business. This is an exciting opportunity to oversee the growth of this part of the business and ensure positive learning outcomes for our young people.

### Successful duties will include but are not limited to:

1. Development of current educational provision
2. Development of future educational provision
3. Management of the educational team
4. Quality & standards of educational programmes

### **1. Current educational provision**

- In conjunction with the Course Manager and Year Heads, oversee and review the existing educational provision
- Oversee the development of the educational provision, reviewing the range of opportunities and making recommendations to ensure our programmes are aligned with learners' needs, employability opportunities and business requirements.
- Improve the effectiveness of teaching and learning strategies within the education provision and ensure delivery embraces innovation, technologies and supports an employability focused curriculum
- Monitor student performance such as recruitment, retention, attendance, behaviour, progression, achievement and success ensuring it is effectively managed throughout the course team
- Lead the preparation of the budget and educational plan and subsequently monitor and manage delegated budgets to ensure achievement of financial targets
- Oversee the development of the educational curriculum plan, ensuring the achievement of academic and practical targets are met
- In conjunction with the Marketing team, ensure effective marketing of the educational programmes, including written promotional material and website content. Take an active involvement in open days and attendance at promotional events including visiting schools, employers and other organisations.
- To teach with an allowance of delivery hours.

## **2. Future educational development**

- Develop an educational strategic vision for Rockley Academy, meeting the needs of our current and future learners
- Create and develop alternative pathways and opportunities for our current and future learners, aligned to a dynamic and responsive offer
- Explore new business opportunities by constantly reviewing the range of opportunities and making recommendations aligned to business requirements.
- Liaise with partner centres and schools to establish the new educational provision
- Implement new educational pathways and courses at a variety of partner centres, ensuring the quality and standards are in line with our existing Academy procedures
- Develop external links to meet strategic objectives including the development of partnerships and collaborative links locally, regionally and nationally
- Oversee the public presentation of Rockley Academy and the educational provision with various stakeholders, educational partners and governing bodies
- Oversee funding for educational programmes with a long term aim of a sustainable business model.
- Work with the Managing Director & Finance Director to ensure all standards and requirements are met and develop a future educational funding model that supports growth and autonomy.

## **3. Management of the educational team**

- Line manage all staff within the educational team providing leadership management and professional development
- Establish and monitor high standards and targets
- Lead on performance management, addressing under-performance and identifying excellence in relevant areas
- Work with HR to provide CPD, and to conduct effective performance review interviews.
- Participate, as a team member in the development of teaching methods and strategies towards an ethos of continuous improvement.
- Operate within agreed staffing budgets

## **4. Quality & standards of educational programmes**

- Lead in appropriate quality assurance procedures and development of educational policies
- Lead on the educational Self-Assessment and Quality Improvement process
- Ensure compliance with educational regulations with various awarding bodies and partner organisations
- Champion a commitment to quality assurance and improvement
- Deal promptly and effectively with inappropriate and challenging behaviour by students, using Disciplinary Procedures.
- Deal promptly and effectively with complaints from students, parents, staff and stakeholders

<b>Person Specification – Head of Education</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in Sport / Physical Education</li> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing professional development</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Experience / NGB's in a variety of outdoor activities Inc. Sailing, Windsurfing, Kayaking, Mountain Biking, Walking, Orienteering, skiing.</li> <li>• MIDAS</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Substantial experience of teaching and learning in education.</li> <li>• Extensive curriculum management experience at a senior level in a school or college</li> <li>• Thorough understanding of key curriculum issues, and Government strategy and policy affecting education sectors</li> <li>• Successful relevant teaching and course management experience in education</li> <li>• Experience of successfully leading major curriculum development and implementation at a school, college or regional level</li> <li>• Experience of implementing quality improvement and growth strategies at a senior level</li> <li>• Experience of working successfully with external stakeholders and partners</li> <li>• Extensive knowledge of the DfE funding regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with an exam board, moderation or external verification.</li> <li>• Head of Department experience in school or college</li> </ul>
<b>Key Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to lead, manage, motivate and inspire staff to achieve high performance levels</li> <li>• Ability to develop and implement strategy</li> <li>• Effective written communication skills</li> <li>• Effective oral and presentation skills</li> <li>• Good networking and negotiating skills</li> <li>• Ability to analyse complex issues and solve problems</li> <li>• Good organisational and time management skills</li> <li>• Ability to meet tight deadlines</li> <li>• Able to work under pressure in a varied environment</li> <li>• Ability work on own initiative</li> <li>• Supportive and positive approach to teaching</li> <li>• Good personal IT skills</li> <li>• Commitment to educational values</li> <li>• Ability to work flexibly to meet changing needs</li> <li>• Ability to work effectively as a team member</li> <li>• High level of personal integrity and confidentiality</li> <li>• Commitment to own learning and development</li> <li>• Commitment to understand and promote equality of opportunity</li> <li>• Commitment to understand and promote safeguarding</li> <li>• Good record of attendance and punctuality</li> <li>• Appropriate professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>• A passion to develop personally.</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training where necessary.</li> <li>• Commitment to equal opportunities.</li> <li>• A flexible attitude to working, willing to work occasional evenings, weekends and overnights.</li> </ul>	<ul style="list-style-type: none"> <li>• Will need to have means of transport to travel between sites at short notice.</li> </ul>