

Grow 19 SPI

Head of College

Head of College

Reports to: Principal

Pay Grade: L10

Job Description

In partnership with the Principal and Directors, the Head of College will:

- Define and deliver the vision and objectives of the college across all sites, ensuring alignment with the College Development Plan. Oversee the production, implementation, and accountability of the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Lead curriculum development and quality assurance processes, ensuring continuous review and enhancement of the SAR and QIP.
- Provide strategic leadership, ensuring a clear vision for the college and supporting the development of satellite sites.
- Establish and oversee effective systems, processes, and policies to ensure efficient college operations.
- Identify challenges and barriers to college effectiveness, developing realistic and timely strategies for improvement.
- Monitor and evaluate progress towards achieving the college's strategic aims and objectives.
- Actively engage in collaborative partnerships with local authorities, other SPI Colleges, Natspec, community groups, and employers.
- Act as the Designated Safeguarding Lead (DSL) in collaboration with the Principal, ensuring a strong culture of safety for learners and staff.
- Report regularly to the Board of Directors and work with the Principal on strategic development.
- Work closely with the local authority to review consultations, manage admissions, and fulfil statutory EHCP and annual review requirements.
- Oversee budget management in collaboration with the Principal and Finance Officer, ensuring effective financial oversight of daily operations.
- Lead professional development, providing support, guidance, and CPD opportunities to enhance staff pedagogy and practice.
- Promote the college through networking and marketing initiatives to enhance its profile and engagement.
- Maintain up-to-date knowledge of local and national labour market trends, ensuring the college curriculum supports student transitions into employment.
- Line manage staff in accordance with the college structure, including tutors and administrative staff.

Your duties will initially align with this job description, though they may be amended over time to reflect changes in the role or the college's needs.

Person Specification

Essential Requirements:

Qualifications & Training:

- Recognised teaching qualification.

Experience:

- Minimum of two years of prior leadership experience.

Knowledge:

- Strong understanding of Further Education.
- Knowledge of curriculum planning, quality assurance, and safeguarding regulations.
- Familiarity with EHCP processes and SEND provisions.

Skills & Abilities:

- Strong leadership and management capabilities.
- Ability to develop and implement strategic plans effectively.
- Excellent communication and stakeholder engagement skills.
- Competency in budget management and financial oversight.

Personal Qualities:

- Visionary and strategic thinker.
- Commitment to inclusion and student success.
- Ability to motivate and inspire staff.

Legal & Compliance

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to this role is subject to an enhanced disclosure from the Disclosure & Barring Service (DBS) to the satisfaction of Grow 19.

Grow 19 is committed to the fair treatment of all staff, applicants, and service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post. Having a criminal record will not necessarily bar a person from working with us.

Grow 19 is dedicated to safeguarding young adults, a commitment that all staff are expected to share and uphold by adhering to our safeguarding policies and procedures.