

JOB DESCRIPTION

POST TITLE	:	Head of Division – Business and Professional Services (Temporary Maternity Cover)
SALARY	:	Up to £65,946
RESPONSIBLE TO	:	Vice Principal Curriculum
CLOSING DATE	:	5.00pm, Wednesday 11 November 2026
INTERVIEW DATE	:	Wednesday 18 November 2026

Main Purpose of the Post

To provide effective leadership and management of staff, students, programmes, and resources to achieve recruitment targets, deliver outstanding provision, and secure excellent outcomes for learners, while upholding the College's standards of excellence.

- 1 To provide effective leadership of relevant staff through support, communication and delegation, while effectively managing individual performance.
- 2 To assure the implementation of the College's quality management systems within the Division in order to achieve the highest standards.
- 3 To manage the admission, academic progress and associated welfare of students.
- 4 To effectively lead all aspects of curriculum.
- 5 To assure and lead on-going curriculum and programme development.
- 6 To plan, allocate and monitor resources within the Division.
- 7 To contribute to College planning processes.
- 8 To assure close and co-operative working between the Division and all other areas and functions of the College, including cross College extra-curricular activities.
- 9 To assure effective liaison with outside bodies and agencies in respect of the Division's responsibilities.
- 10 To assure full compliance within the Division and more broadly across the College with key College policies, notably the Single Equality Policy, Health, Safety & Wellbeing and Safeguarding.
- 11 To carry out teaching equivalent duties for 8 hours a week.
- 12 To carry out such other duties as the Principal may reasonably require



This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you. The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

**POST: Head of Division – Business and Professional Services
(Temporary Maternity Cover)**

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Possess a degree or equivalent level qualification in any relevant area	E	Application form
2	Recognised teaching qualification	E	Application form
3	Relevant on-going professional learning and development	E	Application form
4	Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form
5	Higher degree	D	Application form
6	Management qualification	D	Application form
7	Management training	D	Application form
<u>KNOWLEDGE</u>			
1	Thorough knowledge of the curriculum and assessment framework	E	Application form/ Interview
2	Thorough, expert knowledge of the industry, its standards and requirements	D	Application form/ Interview
3	National developments relevant to 14-19, apprenticeships, adult and university education	E	Application form/ Interview
4	Issues of quality and standards in the College sector including the demands of external inspection and implementing quality management processes.	E	Application form/ Interview
5	Academic knowledge of 14-19, apprenticeships, adult and university education curriculum areas relevant to the Division	D	Application form/ Interview
6	Awareness of Safeguarding Legislation	D	Application form/ Interview

EXPERIENCE

1	Extensive successful teaching on appropriate Programmes in a College context	E	Application form/ Interview
2	Effective leadership and management of staff	E	Application form/ Interview
3	Successful curriculum development	E	Application form/ Interview
4	Compliance with College systems to manage effectively e.g. quality and examinations systems	E	Application form/ Interview
5	Successful management of relevant vocational, adult or university education programmes	E	Application form/ Interview
6	Experience as an external examiner	D	Application form
7	Involvement in cross-college initiatives	D	Application form/ Interview
8	Management of budget and resources	D	Application form/ Interview
9	Successful development of commercial programmes	E	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Significant experience of utilising IT both inside and outside of the classroom with a willingness to enhance IT skills if necessary	E	Interview
3	Commitment to ongoing professional development	E	Interview
4	Enthusiasm for the role or further education in building and changing lives	E	Interview
5	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview

3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service* (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*