**LITTLE ILFORD SCHOOL**

**Job Description**

**Head of Vocational Education**

**TLR 1a**

**Job Title:** Head of Vocational Education

**Reports to:** Assistant Headteacher Curriculum

**Job Purpose:** This incorporates the responsibilities outlined in the job description for teachers with enhanced responsibility for leading the teaching and learning and administration of all vocational courses across the school.

**General Duties:**

* To have strategic oversight for vocational teaching and qualifications in the school
* To line manage and have oversight for Vocational qualifications within the school.
* To be the lead professional for teaching and learning for Vocational qualifications within the school
* To lead in raising standards of student attainment and achievement within vocational qualifications and to monitor and support student progress.
* To be accountable for student progress and development within our vocational provision
* To to have oversight and responsibility for the effective administration of vocational qualifications across the school
* To lead in developing and enhancing the practice of the team of Vocational Learning professionals and the learning opportunities provided
* To ensure that key cross curricular themes are promoted both through the teaching of knowledge, skills and understanding but also by the teaching and learning methods used

**Planning and Staffing:**

* To work with the Assistant Headteacher Teaching and Learning to formulate aims, objectives and strategic plans for Vocational Learning which have coherence and relevance to raising aspirations, promoting high achievement and meeting the learning needs of individuals and groups of students
* To promote partnership planning in order to ensure high quality provision of learning experiences which other providers deliver as part of the Vocational Learning provision
* To lead the development schemes of work, resources, marking policies and learning and teaching strategies for Vocational Learning courses, which promote high quality and enjoyable learning
* To make a leading contribution to the school MER Vocational Improvement Plan
* To monitor and intervene in student progress and in monitoring lesson planning by Vocational Learning teachers
* To ensure that the school Rewards and Behaviour policy is implemented, so that effective learning takes place in Vocational Learning
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover and liaising with the Cover Supervisor to secure appropriate cover
* To actively promote regular sharing of good practice between Vocational Learning teachers
* To participate in the selection process where appropriate for Vocational Learning staff
* To oversee the quality of reporting
* To maintain the MER and Improvement Plan for Vocational Learning

**Curriculum Provision:**

* To be responsible for the development and delivery of high quality and enjoyable learning experiences in Vocational Learning
* To work closely with other members of the SEND team, to ensure cohesion in provision for personalised learning
* To promote the development of skills, understanding and growth within the cross curricular areas of: Literacy, Numeracy, ICT
* To ensure that the courses and curriculum provision, together with teachers’ planning and delivery, makes appropriate provision for students with Special Education Needs and Disabilities, Pupil Premium, Child in Care, English as an Additional Language and Able Gifted and Talented
* To ensure that there are effective systems of marking, assessment and target setting, to ensure within all vocational qualifications that all students are monitored against base-line assessment with timely and appropriate intervention to raise achievement

**Curriculum Development:**

* To play a leading role, working with the Assistant Headteacher for Curriculum in developing an appropriate and successful vocational curriculum
* To actively monitor and respond to the curriculum development and initiatives in Vocational Learning at national, regional and local levels, particularly with regard to the Performance tables
* To maintain accreditation with the relevant examination and validating bodies

**Information Management:**

* To work closely with AHT Teaching & Learning and AHT Curriculum
* To maintain accurate and up-to-date information concerning Vocational Learning, including pupil assessments
* To work with Vocational Learning staff to make use of analysis and evaluate performance data obtained and provided
* To engage with all QA processes within the school.

**Communications:**

* To work with the Examinations Officer to ensure appropriate arrangements are made for student entry for public tests and examinations
* To work with the accrediting boards for all vocational qualifications to ensure we are compliant with requirements.
* To engage in collaborative working with other schools, colleges and placement providers as appropriate and to communicate and cooperate with persons or bodies outside the school

**Marketing and Liaison:**

* To ensure that the Vocational Learning section of the school website is up to date and relevant
* To participate in the development of effective subject links with partner schools and the local business community
* To work with the SLT to ensure the effective promotion of Vocational Learning courses at Open Evening and other school events

**Management of Resources:**

* To manage any budget assigned to Vocational Learning courses within the school

**Student Progress and Welfare:**

* To support overall progress and development of students within Vocational Learning Courses
* To be responsible for the monitoring the monitoring and support of students participating in the Vocational Package and other vocational programmes
* To liaise with the Deputy head teacher for inclusion to provide support for students within Vocational Learning

**General:**

* To participate in the performance and development of students within Vocational Learning Courses
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all times maintain confidentiality

**GENERAL INFORMATION FOR ALL POSTS** This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head teacher

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility, Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the post holder) to reflect the changing work composition of the business.