

Post Title	Head of Department - Landbased
Location	Craven College, Skipton (Multi Site)
Rate of pay	Management Scale
Hours	37 hours per week
Responsible to	Vice Principal, Curriculum & Skills
Special Conditions	<p>This post is subject to a probationary period of 6 months upon successful completion of which the position will become permanent</p> <p>A full enhanced DBS Certificate via the Disclosure and Barring Service will be required for this post.</p>
Closing Date	Sunday 28 September 2025
Post No.	A705

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

As a manager leading a curriculum area you will provide inspirational leadership and management for staff and students, embedding and demonstrating Our College Behaviours.

This Head of Department role will have responsibility for the efficient and effective delivery of the Landbased Curriculum, in line with the Landex specifications. As a Leader of learning there is a clear focus on curriculum development and delivery, teaching and learning as well as the performance management of staff. You will ensure that the curriculum meets the needs of students, business and the community; and that students receive a high-quality experience, whilst ensuring College quality, recruitment, staffing and financial targets are met.

The Head of Department is responsible for agreeing and achieving targets in relation to curriculum planning, quality, finance, people and corporate services. Heads of Department will have an agreed cross-college responsibility

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

Strategy & Planning

- Implement the Craven College vision for an outstanding provision aligned to the 5 year strategy and informed by market research, staff, student and stakeholder feedback, feeder schools and the wider community needs
- Plan the FE curriculum for Landbased for study programmes and adults to support the delivery of the College's strategy and business plan
- Optimise the efficient delivery of the curriculum
- Constantly strive to improve the student experience with a view to further extending their opportunities and progression to further study or employment
- Keep abreast of national qualifications on offer, making decisions for the most appropriate qualifications for students.
- Respond to national, regional and local policies by developing innovative models of delivery and monitoring their effectiveness

- Builds strong links with relevant agencies; including community partners, employers, universities and/or schools to extend student work experience, enhancement, enrichment and progression opportunities

Quality

- Oversee the delivery of outstanding teaching and learning within the department and disseminate and share good practice across the College
- Promote excellent teaching and effective learning and assessment across the department;
- Work in partnership with the Quality team to identify, develop and implement appropriate quality initiatives
- Work with other Heads of Department to ensure that condition of funding is fully met
- Implement a range of activities designed to maintain and improve quality standards across the department (observations, development activity, learning walks, support, research, scholarly activity and CPD)
- Ensure student retention, progress and attainment targets are met each academic year
- Identify best practice and disseminate this to staff to maximise student learning and professional development including cross curricular development

Finance & Funding

- Maximise student enrolments each academic year in order to meet AEB funding agreements and achieve growth
- Develop a fully costed and robust curriculum and business plan ensuring a quality experience for students and appropriate working resources and development is in place for staff
- Identify commercial activities aligned with the Landbased curriculum to support learning and provide income.
- Define and deliver the departmental budget
- Identify and monitor resource requirements to deliver the needs of the curriculum
- Identify and implement opportunities to increase revenue streams

Information & Data

- Work with the Marketing Department to build innovative and creative marketing strategies
- Ensure full compliance with College procedures and systems, and report on these via KPIs
- Promote Technology Enhanced Learning (TEL) strategies and ensure staff fully participate in the use of IT in teaching and learning
- Critically assess data to make informed decisions e.g. RCU Vector, EMSI, NARTs, progress measures
- Develop remedial interventions when departmental performance is not on track

Leadership & Management

- Manage the performance of all programmes and courses in the department
- Be responsible for the deployment, performance management and development of staff
- Management of college bootcamps, and Landbased courses
- Oversee the selection, admission and progression of students within the department and deal with matters relating to their performance, achievement, conduct and discipline
- Identify the provision of staff training and professional development within the department
- Ensure the health, safety and wellbeing of all employees in the department
- Contribute to the realisation of the College's Operational and Strategic Plans
- Engender and develop the culture of the team to advance the Strategic Intentions of the College.

Other Duties

- To participate in the College's Performance Management scheme and undertake professional updating/staff development as required to meet the needs of the Department and College

- To be fully conversant with the College's Equality and Diversity aims and objectives; promote equality of opportunity and diversity in all aspects of the role and to challenge inequality and discrimination; to take appropriate positive action in the promotion of inclusivity
 - To be fully conversant with and implement the College's range of safeguarding policies and procedures, to promote a safe environment for children and young people learning at the College to ensure the health, safety and welfare of all students and staff; be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults
 - Support the College in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Degree or Level 5 professional qualification in a subject relevant to Landbased education curriculum
- A recognised teaching qualification
- A recognised L5 Landbased subject specialist qualification
- GCSE 4 – 9 or equivalent level 2 qualification in Maths
- GCSE 4 - 9 or equivalent level 2 qualification in English
- Significant academic and/or industry/commercial experience in Landbased subjects.
- Experience of managing people and resources in education
- Experience of student pastoral care and disciplinary procedures
- Significant experience of curriculum development and successful teaching
- Experience of analysing data and information effectively to drive improvements in education
- Experience of curriculum and business planning development to meet the needs of key external drivers, students, employers with reference to changes in Further and Higher Education
- Experience of working with employers in relation to employer engagement and curriculum development
- Sound knowledge and understanding of funding mechanisms and performance measures appropriate to Further and/or Higher Education
- Sound knowledge and experience of self-assessment of curricular provision and quality improvement strategies
- Evidence of commitment to high standards of student attendance, punctuality and performance.
- Understanding of external auditing bodies and regulatory inspections
- Strong networking and interpersonal skills
- Ability to utilise IT and ILT both within learning and for administrative purposes
- Enthusiastic, motivated and driven to succeed

- Confident team player and motivator
 - Ability to work on own initiative in a demanding role
 - Highly professional and personal standards of work
 - Able to analyse and use information and data to develop intervention and quality improvement strategies
 - Excellent organisational, time management and communication skills
 - Able to work outside normal business hours when required
 - Able to travel and work flexibly to meet the needs of the post
 - Committed to own CPD
 - Excellent interpersonal skills and organisational skills
 - Interest and understanding of current educational initiatives
 - Ability to work flexibly and on own initiative to meet the needs of the College
 - Ability to motivate staff and work effectively as a team member
 - Ability to achieve consistently high standards under pressure
 - Willingness and ability to liaise effectively with external bodies and agencies
 - Willing to undertake professional development linked to the needs of the College
 - Computer literate
-

DESIRABLE REQUIREMENTS

- Management qualification
- Masters level degree or where required a willingness to work towards this qualification
- Knowledge and understanding of Landex specification provision.

OUR BEHAVIOURS

Our behaviours are not meant to be exhaustive but serve to illustrate and bring to life the range of aspects that contribute to being an effective Craven colleague. We need everyone to bring them to life.

COLLABORATIVE

WORK TOGETHER TO OFFER ALL LEARNERS AND CUSTOMERS EXCELLENT OUTCOMES,
BUILD STRONG WORKING RELATIONSHIPS

- Connected - Work well with others
- Innovative - Creative and solutions-focussed, work inventively, generate new ideas
- Responsible - Takes ownership, completes work well and on time

ASPIRATIONAL

ABLE AND WILLING TO EVOLVE, ACHIEVE POTENTIAL, ADAPT TO CHANGING ENVIRONMENTS

- Curious - Inquisitive and interested
- Optimistic - Have a positive outlook
- Progressive - Determined to succeed

RESILIENT

CAPABLE OF WITHSTANDING ADVERSITY AND ABLE TO TRANSCEND DIFFICULTY THROUGH CAPABILITY AND COMPETENCE

- Adaptable – Flexible
- Enthusiastic - Can do attitude
- Pragmatic - Sensible and realistic

AUTHENTIC

HONEST AND OPEN IN ALL TRANSACTIONS AND RELATIONSHIPS, SELF AWARE, POSITIVE AND HELPFUL

- Positive mindset - Committed and determined
- Respectful - Inclusive and kind
- Socially intelligent - Self-aware and employable