

This document is also available in Welsh.



Coleg y  
Cymoedd

# Head of School - Vocational Access

## Recruitment Pack

July 2022

## Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

# Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



## Job Title

Head of School -  
Vocational  
Access



## Working Hours

37 Hours per week



## Job Type

Full time, Permanent



## Your Salary

£45,465 - £49,647



## Closing Date

2nd September 2022



## Location

Nantgarw Campus  
Multi-campus travel maybe  
required as part of this role



# Why Coleg y Cymoedd?

## About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

## Our Mission Statement

'Our mission is your future success'

## Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

## Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

# The Benefits

## Salary



We pride ourselves on offering a competitive salary within the further education sector.

## Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

## Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

## Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

## Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

## Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

## Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

# Job Description

## Head of School - Vocational Access

As a Head of School you will provide effective leadership and management of the School. Support the Assistant Principal to drive the achievement of the College's Strategic Plan. The post holder would be expected to teach. The number of hours will be dependent on the size of the School.

## Key Duties

Corporate Behaviours:

· To promote and deliver the College vision, values and corporate behaviours that are characterised by:

1. Learner focused: Placing the interests of the learner at the heart of the organisation by promoting learning, enterprise, excellent teaching, support and progression opportunities for all.
2. Investing in people: Recognising contribution, developing people within a healthy and supportive working environment.
3. Partnership and Collaboration: Actively seek and promote partnerships that add value to College activities.
4. Positive Organisational Ethos and Culture: Promote positive professional relationships with staff and learners by investing in resources; leading in terms of sustainability, encouraging and promoting consultation and involvement in decision making.
5. Continuous improvement: Strives for excellence in all that it does by raising aspirations, challenging behavior, setting standards and sharing good practice.

- To be proud of Coleg y Cymoedd and play an active role in a "One College" culture focussed on making the valleys stronger through excellent education, skills and training.
- To promote the College Strategic Plan and its values and be a driver of change and enterprise
- To be proactive in the development of a positive ethos & culture within Coleg y Cymoedd's College which welcomes diversity and promotes equality, removes barriers to learning and promotes and celebrates excellence.
- To be proactive, adaptable and flexible in responding to what our people, learners and the markets require to be successful, contributing to the pursuit of excellence and achieving agreed results and outcomes.
- Role modeling the leadership behaviours
- Establish a culture and working environment in which people are empowered, encouraged and valued and in which success is acknowledged and celebrated.

Leadership and Performance Management

- Ensure School business plans are closely linked to the achievement of the College's overall Strategic Plan
- To contribute to, and lead on when required, the production of accurate and timely reports to the Assistant Principal
- To be part of, and deliver, the College Performance Management system consistently and with objectivity based on effective target setting, measurement of performance and identification of staff development.

## Key Duties

- Support a college vision which is communicated effectively in the pursuit of outstanding outcomes for all learners.
- Ensure the school employs appropriate strategies to develop and maintain a strong identity both internally and externally to the College.
- Ensure effective links are maintained to develop and sustain strong and effective marketing, recruitment and public relations activities.
- Ensure compliance with all People & Culture policies, procedures and practices.
- Support the management strategy which develops human resources to sustainable support this, including effective deployment of the workforce and succession planning.
- Take responsibility for and manage all aspects of Risk Management as appropriate to the role. This includes Health & Safety, Finance, and Corporate Risk Management.
- Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.

### Financial and Resource Management:

- Responsible for school budgets and school related resources.
- Ensure compliance with Financial Regulations & Procedures.
- Attend and contribute to budget, forecast and strategic planning meetings in order, especially, to review and discuss any new business opportunities; to review financial performance and to discuss and agree action plans.
- Ensure agreed income streams are achieved and all activity is delivered within pay and non-pay budgets.

### Working with Learners:

- Ensure the development and implementation of schemes of work, teaching and learning materials and assessment programmes meet quality standards associated with an "Excellent" provision.
- Maintain teaching and training files in accordance with the College's quality standards.
- Provide timely and relevant information and guidance to current and prospective learners, parents/ guardians and employers.
- Maintain learner records and data in accordance with the College's data management procedures.
- Ensure that an entrepreneurial culture is developed where resources are developed to support business idea creation and development.

### Learner Experience

- Manage, and be accountable for sustained improvements in teaching and learning for the benefit of all learners within the Department
- Ensure robust systems and procedures are in place and consistently applied to deal with learner discipline and conduct, and work with the Learner and Campus Director to deliver these
- Ensure effective systems are in place to gather and analyse learner feedback and, in conjunction with the Learner Voice initiative, identify appropriate actions to address learner needs and satisfaction in conjunction with Learner Services. In addition, use Learner Voice outcomes to inform Curriculum planning and development and quality improvement.

### Quality and Planning

- Ensure the school produce s timely and meaningful self-assessment reports and monitor and evaluate them.

## Key Duties

- Support the Assistant Principal in ensuring that the targets for Key Performance Indicators such as learner punctuality and attendance, retention, achievement and progression are realistic, challenging, and achieved
- Ensure that robust systems and procedures are maintained, used and analysed to ensure learner performance is monitored regularly and systematically.

### Future Development

- Along with the Assistant Principal identify and engage in strategic partnerships external to the College which support and promote the development of the College's commercial and other income streams
- Support the Assistant Principal in the development of new courses and services from inception to implementation to support a culture of new product and service development that is market intelligence drive

## Additional Duties

- Actively comply with the College Equality of Opportunity Policy
- Participate in and contribute to the College Performance Management And Review process
- Attend staff meetings and learning and development as required

## Further Information

All staff employed at Coleg y Cymoedd will have responsibility for safeguarding and promoting the welfare of students.

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.**



# Person Specification

	Essential	Desirable	Assessment
Relevant degree or higher level qualification in the subject area or relevant professional assessing and teaching experience in subject.	✓		Application Form
Educated to Masters or Level 7 in a relevant discipline.		✓	Application Form
Recognised teaching qualification		✓	Application Form
Evidence of Continuous Professional Development	✓		Application Form
Have an excellent understanding of the ILS curriculum in Wales	✓		Application Form & Interview
Have an excellent understanding of the Additional Learning Needs and Educational Tribunal (Wales) Act	✓		Application Form & Interview
Have a good understanding of academic management and development	✓		Application Form & Interview
Experience of managing quality assurance and improvement processes	✓		Application Form & Interview
Understanding of RARPA processes and how they are used in non-accredited curriculum	✓		Application Form & Interview
Consistently demonstrate commitment to the Coleg y Cymoedd vision	✓		Application Form & Interview
Delegate to ensure equity and ownership across the schools and departments	✓		Application Form & Interview
Practice positive reinforcement of staff achievement	✓		Application Form & Interview
Translate general college aims into school / curriculum objectives	✓		Application Form & Interview
Demonstrated suitability to work with children and vulnerable adults	✓		Application Form & Interview
Excellent understanding of safeguarding and Prevent in a Post-16 setting.	✓		Application Form & Interview
Experience of working with restorative approaches in a Post-16 setting.		✓	Application Form & Interview
Experience of managing budgets		✓	Application Form & Interview
Experience of overseeing and leading on the management of resources.		✓	Application Form & Interview
Ability to organise, plan and prioritise work	✓		Application Form
Ability to create a climate for team members which welcomes diversity of ideas, frank and open discussion	✓		Application Form & Interview
Ability to meet deadlines and work under pressure	✓		Application Form
Evidence of highly developed and transferable digital capabilities including the use of MS365, analysing databases/dashboards.	✓		Application Form & Interview



'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

## **Carolyn Owen**

**Welfare & Wellbeing Officer**

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

## **Tracey Evans**

**Head of School (Catering, Hair and Beauty)**

# Application Process (How to Apply)

## What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture  
Coleg y Cymoedd  
Rhondda Campus  
Tonypany  
CF40 2TQ

## Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications /  [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Find out more:  01443 653626



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We invest in people Gold

Rydym wedi llwyddo!  
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We did it!  
Officially accredited by Investors in People.  
Because we make work better.

# Terms & Conditions

## Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

## Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

## Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

## Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.