

<b>Job Title:</b>	<b>Subject Leader of Vocational Education</b>
<b>Post reference Number:</b>	<b>ED50012541</b>
<b>Grade:</b>	<b>MPS/UPS + TLR 2</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Special Conditions Applying:</b>	<b>Enhanced DBS Check EWC Registration</b>
<b>Reporting Arrangements:</b>	<b>Deputy Headteacher</b>

**Job Purpose:**

- To provide professional leadership to a team of teachers and support staff in the delivery of the full range of vocational education across the school.
- To develop innovative, effective approaches to vocational education in order to ensure appropriate access and achievement for all pupils.
- To manage the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
- To ensure that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers)
- To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
- To play an active role in securing the vision of The Willows Way

**Main Responsibilities:**

**Strategic Leadership**

- Lead whole-school preparation for the introduction of Wave 3 qualifications, ensuring staff, timetabling, resources and curriculum planning align with WJEC, Agored, etc. guidance.
- Develop a long-term vision for vocational learning within the school, aligned with Wales' reform of 14–16 qualifications and the introduction of VCSEs.
- Oversee planning of phased implementation as final qualification specifications become available.
- To present an overview of learning needs and success to SLT, Subject Leader meetings and contribute to sharing good practice.
- Maintain accreditation with the relevant examination and validating bodies.
- Act as Quality Nominee, creating calendars for a range of stakeholders to ensure that deadlines are met.
- Lead the design and mapping of vocational pathways, incorporating VCSE, GFQ, WRFQ and Skills Suite requirements.
- Ensure curriculum breadth aligns with agreed VCSE employment sectors (e.g., engineering, motor vehicle, hair & beauty, retail, travel and tourism, public services).

**Leading Learning:**

- To set high academic expectations and ensure that all pupils are encouraged to maximise their learning potential.

- To lead work in the department on monitoring and evaluating pupil performance.
- To ensure the standardisation of teacher assessment.
- To ensure that all members of the department utilise Assessment For Learning principles in line with the rest of the school.
- To ensure that all Schemes of Work are coherent, purposeful and stimulating.
- To ensure that lessons are planned appropriately for the needs of all pupils.
- To identify pupils in need of intervention and develop effective intervention strategies to support accelerated subject development.
- To work with the DHT, ALNCO and others on appropriate pupil groupings.
- To liaise with the School's Examination Officer to ensure that all pupils are entered for appropriate examinations.
- To ensure that the department environment and resources are conducive to learning and safe and secure for all pupils, using risk assessments where appropriate.
- Promote pathways and opportunities within vocational sectors to learners and families.
- Ensure tracking of learner progress across vocational routes and support transitions to FE, apprenticeships, or employment.
- Strengthen relationships with families to enhance understanding and support for vocational learning.

### **Leading the Department and Others:**

- Collaborate with subject teams to create schemes of learning based on practical, applied learning approaches expected in Wave 3 qualifications.
- To work closely with members of the department to maintain the highest teaching standards.
- To help ensure the health, safety and wellbeing of all colleagues.
- To lead purposeful departmental meetings and ensure action points are met. Attend Subject Leader meetings or other professional meetings as appropriate .
- To promote links and co-operation with other departments.
- To ensure all curriculum decisions are appropriately communicated to all relevant parties.
- To lead the process of Department Monitoring and Self-Evaluation, taking an active role in the schools Quality Assurance protocols, including monitoring the quality of teaching and learning within the department.
- To aid the smooth transition between Key Stages.
- To contribute to the recruitment of staff.
- To manage and monitor the work of support staff and contribute to their Professional Development.
- To manage the Department Budget.
- Build partnerships with local FE colleges, employers and community organisations to strengthen vocational opportunities and real-world learning experiences.
- Liaise with boards' representatives and follow qualification updates, events and guidance releases.
- Coordinate training for all staff delivering vocational and Wave 3 qualifications, drawing on WJEC, Agored, etc. resources and guidance updates.
- Build teaching confidence in occupational areas, particularly for VCSE qualifications, which require staff to be well-prepared in vocational sectors rather than specialist professional qualifications.

### **School Leadership:**

- To help set a positive learning environment through championing all forms of success, seeking opportunities to praise and develop individual endeavour and maintaining a positive, creative and inclusive approach to student needs.
- To ensure that the school reward and positive behaviour systems are followed appropriately throughout the department and help with supervisory and support roles.
- To support school standards in respect of behaviour and uniform.
- To be an inspiring and effective role model for pupils and colleagues.
- To support extra-curricular involvement and enjoyment of school life.

### **Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and be a Form Tutor if required.

### **Personal Welfare:**

- To inform your line manager or other official of any issues that may affect your happiness in your role and overall effectiveness within the school, or that of other colleagues or students.

### **Corporate:**

- To play a full part in the life of the school community and contribute to the overall ethos, vision and aims of the school in line with 'The Willows Way'.
- To participate actively in supporting the principles and practices of equality of opportunity as laid down in the school's Equal Opportunities Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation.
- To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to the appropriate school officer.
- To participate in training and other learning activities and performance development as required.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To support the school in meeting its legal requirements for collective worship and on a personal level engage in daily reflection.

As a term of your employment you may be required by the Headteacher to undertake such other duties, and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Date Completed: \_\_\_\_\_

Agreed By: \_\_\_\_\_

Date Received by Post Holder: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_