



Job Description: Head of Studies



Head of Studies REF: HOD011-802

The role:

The Head of Studies oversees quality of the pastoral curriculum delivered by a team of Progress Tutors across the college. They have responsibility for supporting the curriculum, for example, monitoring achievement, high grades, attendance and retention, including organising focus groups to collect student feedback. They also lead on the college's pastoral support and Positive Behaviour Policy in relation to academic performance. They are assisted by a highly qualified and pro-active pastoral support team (Progress Tutors). They also provide support and guidance to identified young people, by removing barriers to learning, promoting effective participation, enhancing individual learning, raising motivation/aspirations and helping students to achieve their full potential.

The Head of Studies will also contribute to the planning of cross-college activities related to progression, Careers and welfare in liaison with the Student Engagement, Health and Wellbeing, Welfare and Guidance Officers.

Responsible to:

The postholder is responsible to the Assistant Principal: Learner Development and Careers.

Key Accountabilities and Responsibilities:

1. Lead and develop a culture of high expectations for learners across the college through collaboration with Heads of Division and wider support teams.
2. Contribute to ensuring high levels of attendance, retention, high grades, achievement and student satisfaction.
3. Identify and systematically disseminate good practice in personal tutoring. Manage the identification and support of at-risk students, including performance against MEG in collaboration with Heads of Division.
4. Manage and deploy Progress Tutors across the college.
5. To review, update and implement policies and procedures relating to Progress, Attendance and Positive Behaviour.
6. To maintain accurate records of all interventions and provide statistics and report student success and the impact of initiatives. Supporting in the production of reports for monitoring at SLT and to liaise with the Assistant Principal Learner Development and Careers for the production of committee and Governor reports as appropriate.
7. To undertake quality assurance processes to ensure continuous improvement and enhancement of the Progress Tutor provision.
8. To lead on the capture, monitoring and review of student destination data in collaboration with the Careers Co-ordinator and Assistant Principal Learner Development and Careers.

9. To support in the planning and delivery of the College induction programme.
10. To produce schemes of work and session plans for Progress sessions.
11. To work with other member of CMT to embed a whole College approach to themed events, e.g. E & D, curriculum events.
12. To contribute to the planning of cross-college activities related to progression and welfare in liaison with Progress Tutors, Study Skills Mentors, Student Engagement, Health and Wellbeing, Welfare and Guidance Officers.
13. To prepare resources for students, parents and carers including students' guides, parents' guides and careers information.
14. To organise the allocation of student caseload for Progress Tutors in collaboration with the Assistant Principal Learner Development and Careers
15. To identify development / support needs for Progress Tutors and organise and deliver staff development in personal tutoring and pastoral issues.
16. Working collaboratively with the Careers Co-ordinator, deploy progression strategies to ensure all learners aim high and progress to suitable education, training or employment, including meeting targets for internal progression.
17. Lead and develop student and parent communication strategies including learner voice.
18. Hold regular and/or thematic focus groups with learners in relation to the Learner Engagement Strategy.
19. To provide and promote an individualised support service, embedding trauma informed practice, to meet the needs of students including progress and welfare.
20. To chair monthly meetings with the Progress Tutors as identified on the College calendar.
21. To meet monthly with the Heads of Division for student / course progress updates, to include attendance and support.
22. To act as a Progress Tutor, overseeing a caseload of learners, and provide cover for Progress Tutors as required.
23. To actively promote the College's Equality and Diversity and Safeguarding policies and contribute to the delivery of staff development including annual safeguarding updates.
24. To represent the department at cross College meetings e.g. Equality and Diversity.
25. To act on and deliver any points related to Progress in the College's strategic plan, and on the outcomes on inspection visits related to Progress.

26. To be a member of internal and external committees and/or working parties as appropriate.
27. To undertake evening Duty Principal as indicated in the Duty Principal Rota.
28. To participate in enrolment activities which may require occasional early morning/evening attendance.
29. To contribute to cross College development activities including:
 - Enrolment
 - Induction
 - Admissions
 - College based promotional events
 - Off-site promotional events
30. To undertake any other duties commensurate with the post which may, from time to time be required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/Desirable	Method of Assessment
An appropriate teacher training certificate (or a willingness to work towards)	E	A
Degree or equivalent	E	A
Level 2 Qualification in Numeracy and Literacy	E	A
Have undertaken safeguarding training in the last 12 months	E	A
Level 3 Support or Careers Qualification	D	A

Experience & Knowledge	Essential/Desirable	Method of Assessment
A minimum of 3 years' experience in delivering relevant student support	E	A
A minimum of 3 years' experience of working in Education	E	A
A minimum of 3 years' experience of working with students aged 16-18	E	A/I
A minimum of 3 years' teaching or tutorial experience	D	A
Good knowledge of current trends in education and FE in particular	E	I
Good knowledge of careers education including external benchmarks	E	I/As

A commitment to support students in terms of retention and achievement.	E	I
Knowledge and understanding of the barriers students may face in achieving their goals.	E	I
Experience of development of relevant student support resources.	E	A

Skills and Attributes		
Excellent communication / interpersonal skills.	E	AS/I
Ability to empathise with students and their needs.	E	A/I
Ability to generate and prioritise own workload.	E	A/I
Ability to work collaboratively internally and externally.	E	A
Ability to achieve objectives and meet targets.	E	I
Ability to interpret data effectively to support quality improvement.	E	I
Commitment to equal opportunities and continuous improvement.	E	A
Willingness to work flexibly.	E	A
Demonstrate a student-centred approach to teaching, learning and assessment	E	A/I
Record of successful curriculum development and team leadership	E	A/I
Excellent IT, administration and organisational skills.	E	A
A commitment to the College's programme of delivering a high level of support.	E	AS
Demonstration of leadership skills	E	I
Willingness to travel between College sites	E	A
Ability to work in a way that promotes the safety and wellbeing of children and young people	E	I
To work in accordance with and promote the Southport education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£45,651.00 to £49,008.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk.

Timetable for Appointment:

Deadline for receipt of applications: Friday 24th October 2025 (10:00am)

Interviews will be held: Tuesday, 4th November 2025

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

