**Head of Department – ESOL 16-18 & Adult, International English, British Sign Language and Trade Union Studies.**

**Salary: MS4 £50,048 - £56,337**

**Contract: 37 hours per week**

**Location: Ashley Down Centre (BS7), College Green (BS1), South Bristol Skills Academy (BS14) and within the Community**

**About the role:**

There’s never been a better time to join the fantastic team here at City of Bristol College, with recent investment in our already outstanding teaching facilities the College has a great deal on offer for both staff and students. We have an exciting new opportunity for an enthusiastic and proactive Head of Department.

**You will be responsible for:**

* To lead and manage the ESOL department, International English, British Sign Language and Trade Union Studies, with oversight for securing and sustaining improvements in all aspects of curriculum and quality
* To work in partnership with employers to effectively align current and future curriculum and qualifications to employer expectations and labour market demands
* To lead the development of a high-quality student experience, creating partnerships between employers, academic and professional service teams
* To work across the whole College as a member of the College Leadership Team promoting and actively demonstrating the College’s values of inclusivity, respect, ambition and honesty, fostering a culture of high expectations for staff and students

You will be a confident communicator with the ability to build and maintain excelling working relationships with colleagues, students and stakeholders both internally and externally.

**What we offer:**

* A generous holiday entitlement of 35 holiday days (plus bank holidays and 10 closure days)
* Membership to the Teachers’ Pension Scheme with employer contributions of 23.68%
* Great discounts on hair and beauty treatments offered on site
* Family-friendly policies including flexible working, compassionate leave, enhanced maternity, paternity and adoption leave, parental leave and job share
* Excellent facilities including study centres, City Salon, multi-faith prayer rooms, bike storage, City Restaurant (situated at College Green and at SBSA), refectories
* Cycle to work scheme
* A variety of online shopping discounts and offers and cash health plan
* Plus a supportive package to ensure continuous professional development.

Please see our [Staff Benefits Booklet](https://recruitmentfiles.cityofbristol.ac.uk/files.php?id=Head%20of%20Department%20-%20ESOL%20%2801019%29) for more information.

**About us**:

At City of Bristol College, we have one goal: to help our students succeed. We offer the widest range of academic and vocational qualifications in the area, with more than 1,000 courses available from entry to degree level. We provide education and training to approximately 12,000 students each year. The College is made up of five centres across Bristol and each centre offers excellent, well-equipped, purpose-built facilities. In addition, we have a wide range of community partners allowing us to offer courses in venues across the city. More information about the College can be found [on our website.](https://www.cityofbristol.ac.uk/about-us/)

We are committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed.  We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

We are also committed to becoming a Trauma informed setting. We recognise that some of our students have experienced adversity and Trauma and that for some, these experiences may be an ongoing part of everyday life. With this awareness a Trauma Informed approach is embedded in how we work in all departments across the college and this is enhanced by regular staff training and support.

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. A copy of our Safeguarding Policy can be found [on the College website](http://www.cityofbristol.ac.uk/media/3484/safeguarding-policy-2018.pdf).

Please see our [Job Description, Person Specification, Conditions of Service and Applicant information](https://recruitmentfiles.cityofbristol.ac.uk/files.php?id=Head%20of%20Department%20-%20ESOL%20%2801019%29)for more information.

If you have any questions after reading the job advert text and the associated documents, please contact Cathy Bowstead, Director of Foundation Learning and Skills, on cathy.bowstead@cityofbristol.ac.uk.

**Closing date: Sunday 2nd June 2024 (midnight)**

**Shortlisting Date: Monday 3rd June 2024**

**Interview date: Friday 14th June 2024**