

Head of Vocational Studies Faculty
Job Description

Name:	
Job Title:	Head of Vocational Studies
Salary range / job grade:	MPS/UPS and TLR 2c
Responsible to:	Senior Leadership Team link (e.g., Assistant Headteacher or Deputy Head)
Responsible for:	Leading and managing the Vocational Studies Faculty (including BTEC, Cambridge National/Technical Awards, NCFE and other vocational qualifications). Overseeing the provision of a practical, engaging, and career-focused curriculum for students at all relevant Key Stages.
Effective Date:	01/09/2026
Working Time:	<ul style="list-style-type: none">• Be available to teach pupils for 190 days of the school year• Be available for 5 extra days which will be specified by the Trust or Headteacher/Principal• Be available to perform duties as specified by the Headteacher/Principal for 1265 hours in any school year.• The above points will be pro rata for all part time posts• Participate in any reasonable activities of a professional nature as directed by the Headteacher/Principal.

Role and Context

Duties and Responsibilities:

Role & Context

As Head of Vocational Studies Faculty, you will provide strategic and operational leadership to ensure high-quality, engaging, and industry-relevant learning opportunities. You will lead curriculum development, staff professional growth, resource management, & employer partnerships. Alongside leadership duties, you will retain a teaching commitment, delivering practical lessons and modelling effective vocational pedagogy.

The role will also include being the Quality Nominee for BTEC qualifications and as such, liaising with the exams officer to ensure correct procedures are followed. You will coordinate the team of internal verifiers, acting as lead IV and working with external moderators to ensure consistent high standards of assessment are met. You will complete the annual review of quality assurance for NCFE courses and lead the moderation process with subject specialists.

Duties and Responsibilities

Teaching (Core Teacher Responsibilities)

Planning and Preparation

- Plan and deliver lessons aligned with vocational schemes of work and awarding body specifications.
- Differentiate tasks to meet the needs of all learners, including SEND and high-achieving students.
- Set work for cover and homework that supports practical and theoretical learning.

Classroom & Learning Environment

- Maintain high standards of behaviour, safety, and engagement in classrooms.
- Promote practical skills, employability, and enterprise skills.
- Encourage independence, problem-solving, and reflective learning.

Assessment, Recording, and Reporting

- Mark and provide constructive feedback in line with school and awarding body guidelines.
- Keep accurate records of student progress, attendance, and attainment.
- Complete reports and communicate effectively with parents/carers.

Professional Responsibilities

- Engage fully in performance management and CPD.
- Attend meetings, parents' evenings, open days, and other school events.
- Adhere to safeguarding policies, reporting concerns to the DSL.

Leadership and Management

Faculty Leadership and Strategic Direction

- Develop and articulate a clear vision for Vocational Studies, aligned with school priorities.
- Ensure the curriculum is broad, inclusive, and meets statutory and awarding body requirements.
- Champion practical learning, enterprise, work-related skills, and post-16 progression pathways.

Raising Standards of Teaching and Learning

- Lead, monitor, and evaluate teaching quality and student outcomes across vocational subjects.
- Support and mentor staff, modelling effective vocational teaching, assessment, and feedback.
- Foster a culture of high expectations, collaboration, and continuous improvement.

Monitoring and Assessment

- Set and monitor student targets for achievement and progression.
- Analyse assessment data to identify strengths, weaknesses, and intervention needs.
- Oversee external examinations, coursework, and compliance with awarding body requirements.

Staff Management and Development

- Line manage faculty staff, conducting appraisals and supporting CPD.
- Lead faculty meetings and foster a strong team ethos.
- Support SLT/HR with recruitment, induction, and retention of staff.

Resource and Budget Management

- Manage the faculty budget effectively, including materials.
- Ensure safe and effective use of facilities.
- Promote the use of technology to enhance vocational learning.

Extracurricular and Wider Contribution

- Lead and support vocational enrichment activities, enterprise projects, and competitions.
- Build strong partnerships with employers, colleges, universities, and community organisations.
- Support students' transition to further education, apprenticeships, or employment.

Communication and Liaison

- Act as faculty liaison with SLT, reporting on progress, needs, and achievements.
- Collaborate with other faculties to support cross-curricular vocational and enterprise initiatives.
- Engage parents and external partners to support student pathways.

Safeguarding and Notes

- Ensure safeguarding responsibilities are fully understood and implemented.
- Promote inclusion, diversity, and equal opportunities within vocational learning.
- Foster a safe, supportive, and practical learning environment for all students.

Person Specification**Qualifications and Experience**

- QTS and a degree or relevant vocational qualification in a related discipline.
- Proven track record of successful teaching and high student achievement in vocational subjects.
- Prior leadership experience (e.g., second in faculty/department, KS coordinator) desirable.
- Experience as a standards verifier for BTEC qualifications desirable.
- Clear understanding of vocational courses and experience in delivering at least one subject area.

Skills and Knowledge

- Excellent knowledge of vocational qualifications, assessment requirements, and industry standards.
- Experience in curriculum design, assessment, and raising achievement.
- Strong leadership, organisational, and communication skills.
- Commitment to preparing students for work, enterprise, and further study.

Personal Qualities

- Passion for practical learning, employability, and enterprise.
- Ability to inspire and motivate students and colleagues.
- Organised, reflective, and solutions focused.

	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of young people.

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: