



## PLUMPTON COLLEGE

| Head of Environmental Studies |   |
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| Reporting to:                 | Director of Curriculum                  |
| Working Hours:                | Full - time (37.5 hours per week)       |
| Salary:                       | Point 35-37 (up to £45,000)             |
| Annual Leave:                 | 37 electable days plus 8 statutory days |

### Role Purpose

The Head of Environmental Studies will drive the design and development of our environmental studies curriculum programmes, introducing new courses (e.g. Level 3 and 4 qualifications in Environmental Studies and Sustainability) and enhancing existing provision to deliver outstanding outcomes for students and meet the evolving skills needs of employers, and future green careers.

Leading the curriculum team, the postholder inspires high performance through clear expectations, professional development, and quality assurance. They will take a lead role working with curriculum teams across the College to ensure that sustainability principles are embedded across all courses, ensuring every Plumpton College student develops green skills relevant to their future careers. They ensure staffing, timetabling, and resources are managed efficiently so that learners develop strong vocational and academic skills, alongside personal, social, and employability competencies.

The Head of Environmental Studies champions excellent teaching, learning, and assessment practice, supporting staff and students to maximise their potential. They ensure all learners make sustained progress, successfully complete their courses, and progress into higher education, further training, or meaningful employment.

### Main Roles & Responsibilities

#### People Management

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| a. Lead the recruitment, mentoring, and development of a high-performing team of specialist lecturers in environmental and sustainability education.   |
| b. Line management: Provide line management and mentoring (with support from the Director of Curriculum) to staff in accordance with the curriculum structure. Hold weekly 1-1 meetings with all reportees to provide support and ensure that all aspects of responsibilities covering curriculum roles and quality systems are adhered to at all times. Maintain and develop this structure through effective induction, monitoring, appraisal and performance management of all staff. |
| a. Staff development: Identify and ensure staff development within the division and produce a staff development plan in agreement with the Director of Curriculum.   |

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| b. Team management: Conduct regular team meetings to review student progress and associated actions and, in liaison with Director of Curriculum, set targets for staff contributing to programme(s).         |
| c. Absence Management: Work with the programme teams to cover staff absences for lessons in line with college expectations.  |
| d. Student Experience: Continually monitor and evaluate the student experience through regular review of lessons, weekly meetings with the programme managers and review and tracking of student data.       |
| e. Resource management: Support the management of curriculum resources, including timetabling and staff deployment, curriculum planning and delegated budgets against agreed income and expenditure targets. |
| f. Cohort management: Hold Cohort Leads to account for the KPIs for their programmes.  |

### Programme Management

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| a. Programme Development: Align programme content with Awarding Body requirements and college strategy. Develop and new curriculum (e.g. Level 3 and 4 qualifications in Environmental Studies and Sustainability) that meets the needs of learners and employers. Ensuring courses are practical, industry-linked, and career-focused, incorporating real-world sustainability challenges and work placements. |
| b. Awarding Bodies: Work collaboratively with awarding organisations (e.g. Ofqual, Pearson, IEMA, BSC, LANTRA) to ensure accreditation requirements are met and full compliance is maintained.  |
| c. Outreach programmes: Develop and deliver outreach programmes, including Eco-Schools initiatives, sustainability summer schools, and green careers workshops.   |
| d. Student Enrollment: Ensure students are on the correct programme and qualifications.   |
| e. Individual Learning Plans: Establish and monitor student goals and provide learning support.   |
| f. Tutorial and Health & Safety Compliance: Ensure a robust tutorial programme and adherence to health and safety policies.   |
| g. Work Readiness: Coordinate, track and ensure work placements are compliant with Health & Safety requirements where applicable.   |
| h. Documentation & Data Management: Maintain accurate records of student progress, attendance, and assessments using college systems and liaise with residential teams on student attendance (where applicable).  |
| i. Recruitment Campaigns: Lead on marketing and recruitment strategies to attract students to new sustainability focused programmes. Contribute to student recruitment campaigns and participate in College events.   |
| j. Student Reports: Contribute to parents' evenings and provide progress updates to stakeholders as needed.   |

### Quality Improvement

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| a. Programme Review: Lead quality improvement planning and standardisation meetings.                                       |
| b. Feedback Utilisation: Implement feedback from student forums and surveys.   |
| c. KPI Accountability: Monitor programme KPIs and contribute to student progress evaluations.                              |
| d. Quality Standards: Maintain programme files, conduct internal verification, and manage awarding organisation processes. |

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| e. Destinations: Maintain student destination data to inform self-assessment and quality improvement.  |
| f. Work in partnership with employers and external stakeholders: To enhance curriculum quality and ensure alignment with the College's strategic plan. |

### Teaching, Learning & Assessment (TLA)

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| a. Lesson Planning: Deliver and assess lessons at a consistently high standard.                       |
| b. Technology Integration: Use digital tools to enhance learning experiences.                         |
| c. Student Engagement: Promote attendance, manage assessments, and support student skill development. |
| d. Project work: Develop and support student-led sustainability projects.                             |
| e. Feedback: Provide constructive feedback to support continuous student improvement.                 |

### Cross College Responsibilities

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| a. Work collaboratively with colleagues across the College to embed sustainability principles within all curriculum areas, ensuring that every student develops essential green skills.  |
| b. Build Partnerships, develop and maintain strong relationships with universities, conservation organisations, and green employers, including Sussex Wildlife Trust, the South Downs National Park, the NFU, and renewable energy firms, to provide real-world learning opportunities. Secure funding, grants, and sponsorship to support sustainability education and related initiatives. |
| c. Support teaching staff in integrating climate awareness, conservation, and sustainable practices into their courses.  |
| d. Lead staff training and Continuing Professional Development (CPD) programmes focused on sustainability in education.  |
| e. Collaborate with support teams and the student body to help establish Plumpton College's campus as a leading example of sustainable operations and education  |
| f. Actively promote equality, diversity, and inclusion in accordance with College policies.  |
| g. Ensure full compliance with College safeguarding policies and procedures.   |
| h. Undertake any other duties related to the role as may reasonably be required from time to time.   |

### At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

### Essential criteria for the post

Essential Qualifications & Experience

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| a. Hold a degree (or higher) in Environmental Science, Sustainability, Agriculture, Conservation, or Renewable Energy.   |
| b. Experience in leading curriculum development at Level 3 (A Levels, BTECs, technical qualifications).  |
| c. Strong industry connections with conservation groups, renewable energy firms, or sustainability bodies.   |
| d. Knowledge of GIS, carbon footprint assessment, and digital tools in environmental science.  |
| e. Knowledge of green skills, environmental policy, and emerging sustainability trends   |
| f. An ability to lead the development of teaching, learning and assessment across programme(s).  |
| g. Excellent communicator with highly developed interpersonal skills.  |
| h. Demonstrate competency in English and maths or hold Level 2 or higher qualifications in both English and maths.   |
| i. Leadership experience in multi-disciplinary teams within an educational setting.  |
| j. A clear understanding of the needs of students and how these may be met.  |
| k. Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.   |
| l. Comprehensive and well-developed IT skills.   |
| m. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.                             |
| n. Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s).  |
| o. Demonstrate a strong desire to work collaboratively as part of a high performing team.  |
| p. Be a highly effective and well organised teacher, evidenced by consistent achievement of good / outstanding observation grades with an ability to role model good practice. |
| q. Demonstrate evidence of raising standards.  |
| Desirable criteria.  |
| a. Hold a supervisory/team leader qualification  |
| b. Experience in securing grants or funding for sustainability initiatives   |

## **CONDITIONS OF EMPLOYMENT**

### **Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

### **Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.