JOB DESCRIPTION

Post: Deputy Head (in charge of Junior College)

Responsible to: Head of Department

Summary of Post:

To be responsible for improving the quality of teaching, learning and assessment in the department, monitoring key performance indicators and instigating swift and effective intervention.

To be responsible for managing the statutory education of the pre 16 provision and to promote very high standards in a positive and supportive culture that aspires to be outstanding.

Specific Duties:

To support the Head of Department and undertake line management duties as required.

1. To improve the quality of teaching, learning and assessment in the department, including carrying out observations, drop-ins, development sessions with the team and individuals, and sharing of best practice with other Heads of Departments.

2. To assume day-to-day operational responsibility for the delivery and quality of all teaching, learning and training delivered within the department.

3. To undertake and lead on programme area curriculum development, in collaboration with the pre-16 senior lead and other junior colleges to ensure compliance against the statutory 14-16 guidelines.

4. To ensure engagement of learners in College enrichment activities and that learning programmes provide opportunities for personal, spiritual, moral, social and cultural development to prepare them for progression into further education.

5. To scrutinise and analyse data relating to the department at least monthly, including retention, achievement, attendance, and student satisfaction, ensure its accuracy and implement timely and effective measures to bring about improvement.

6. To formally evaluate the impact of measures taken to bring about improvement and use the findings to continue improvement.

7. To assist in the planning and operation of a curriculum mix that effectively meets the market demand for further education within funding and income constraints.

8. The post holder will be required to undertake an annual teaching commitment.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.

2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.

3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.

4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.

5. To undertake continuing professional development to support our culture of continuous improvement.

6. To partake in quality assurance systems.

7. To meet minimum relevant occupational standards.

8. To keep up to date with the skills required to fulfil the role.

9. To undertake any other duties commensurate with grade as may be reasonably requested.

10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
	Skills			
1.	Ability to work with teams and individuals to bring about improvement in the quality of teaching, learning and assessment	✓	✓	4
2.	Demonstrable planning and organisational skills: to include a proven track record of planning and implementing a multi - level full and part time curriculum offer that meets the needs of learners	✓	✓	4
3.	Excellent oral, presentation and written communication skills at a management level	✓	✓	4
4.	Evidence of the ability to lead, inspire, coach and motivate teaching staff demonstrating how this has led to improved performance.		✓	4
5.	Evidence of the ability to meet deadlines whilst working to a high standard and within budget.	✓	✓	4
6.	Evidence of the ability to assemble complex timetables of learning which meet students' and employers' requirements	✓		4
7.	To be able to demonstrate a clear record of quality improvement strategies with measurable positive outcomes for learners and staff	✓	✓	6
8.	Evidence of the ability to liaise effectively with stakeholders and support teams to improve the student experience	✓	✓	4
9.	Ability to compile and analyse performance data with attention to detail and use it to bring about improvement.	✓	✓	4
10.	Evidence of successfully delivering teaching and learning which has been graded as at least 'Good'	✓	✓	4
11.	Ability to take responsibility for own performance and that of the department	✓	✓	4

12.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Knowledge				
1.	Subject specialist knowledge of at least one subject within the curriculum area	✓	✓	6
2.	A sound and broad knowledge of developments within the Further Education sector with the evidenced ability and understanding to implement them appropriately and effectively.	✓	✓	6
Experience				
1.	Evidence of successful performance management of teaching and support staff	✓		4
2.	Clear evidence of management of change and continuous improvement in learner outcomes	✓	✓	4
3.	Budget and resource management to include the effective deployment of teaching staff	✓	✓	4
4.	Evidence of delivery of inclusive learning and equal opportunities	✓		4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
3.	Relevant degree or equivalent qualification	✓		6
4.	Teaching qualification – Level 5 Diploma in Education and Training or equivalent	✓		6
5.	Evidence of recent and continuing professional updating (using a variety of methods and means brought together in a well- planned and executed personal CPD plan and record).	✓	✓	4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

2 Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.