JOB DESCRIPTION

Post: **Deputy Head**

Responsible To: **Head of Department**

Summary of Post: To support and deputise for the Head of Department in leading and managing a curriculum area and to promote very high standards in a positive and supportive culture that aspires to be outstanding

To take the leadership responsibility of identified duties below as outlined by Head of Department and deputise in their absence where necessary.

Specific Duties:

1. Establish high expectations of staff and students leading to high standards of behaviours, attitudes, and promotes equality, diversity and inclusivity.

2. To ensure students are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with Group Policies and Procedures.

3. To ensure students have the opportunity to engage with a wider student experience that allows opportunity for personal, spiritual, moral, social and cultural development to prepare them for next steps of work and life.

4. To ensure students receive the student entitlement and have access to the student support across the college, and data in the college management information systems are accurate and meet compliance requirements.

5. Maintain strong links with stakeholders and update professional skills and understanding with industry and teaching pedagogy to continue improvements and developments in own teaching and the development of others.

6. To ensure there is a well-designed and purposeful inclusive curriculum

offer in all pathways that provides opportunity for all students to move onto successful careers and contribute to their community.

7. To ensure high quality resources and facilities are maintained and adhere to safe working practices in training and work.

8. To ensure the quality framework of teaching, learning and assessment is carried out and staff receive effective feedback to improve their practice.

9. To ensure staff have the opportunity to engage in well-being activities and have the support and development to excel in their roles through monthly My Progress Reviews.

10. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period.

Teaching Responsibilities

1. To fulfil the role of the lecturer/ trainer/ assessor as required by the remission policy.

2. To act as a Programme Director where required

Please refer to the Job Description of the Programme Director for specific duties

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.

PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills			

1.	Good management skills with the ability to lead and motivate a team of staff	✓	✓	4
2.	A creative approach to the development of the curriculum to meet student need		✓	6
3.	Competent in IT with excellent administrative and organisational skills	✓	✓	6
4.	Excellent communication skills	✓		4
5.	Good analytical and report writing skills		✓	4
6.	Able to use ILT effectively to benefit students	✓	✓	4
Experience				
1.	At least 2 years successful teaching within one of the programme subject areas	✓	✓	6
2.	Proven track record of setting and achieving challenging improvement targets	✓		4
3.	In depth knowledge of the key themes and importance of Equality, Diversity & Inclusion, Safeguarding, Prevent and British Values and experience of putting these into practice.	✓	✓	6
4.	Sound knowledge and understanding of the funding methodology and qualification frameworks		✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Teacher Training qualification e.g. PGCE or Certificate in Education or DTLLS Certificate in Teaching			6

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 <u>examples</u> 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.