

## **JOB DESCRIPTION**

**Post:** Deputy Head of (Curriculum Department)

**Hours:** 37 per week

**Responsible to:** Head of (Curriculum Department)

**Summary of post:** To be responsible for supporting the Head of Department (HoD) within a curriculum area, to deputise when required and to promote high standards in a positive and supportive culture that aspires to excellence.

### **Main Tasks and Responsibilities:**

#### **Leaders of Learning**

1. Establish high expectations of staff and learners leading to high standards of behaviours, attitudes, and promotes equality, diversity and inclusivity.
2. To ensure learners and apprentices are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with College Policies and Procedures.
3. To ensure learners and apprentices receive their learner entitlement to engage with a wider learner experience that allows opportunity for personal, spiritual, moral, social and cultural development to prepare them for next steps of work and life.
4. To assist the Head of Department to maintain strong leadership links with stakeholders to ensure the department remains industry relevant.
5. To assist the Head of Department to ensure that staff actively embrace and engage in professional development to enable the department to flourish.
6. To assist in leading a group of academic/support staff to drive quality improvements in teaching, learning and assessment to be innovative and aspirational when planning the curriculum.
7. To assist the Head of Department to ensure that all pathways provide opportunity for all learners and apprentices to move onto successful careers and contribute to the community.
8. To lead on the operational implementation of Mathematics and English taking responsibility for attendance, engagement and the development of Mathematics

and English within the curriculum department, reporting progress to the Head of Department.

### **Leaders of Resources**

9. To support effective achievement of departmental targets to achieve strategic objectives and to maximise the benefits to the learner experience.
10. To support the delivery and completion of the annual planning, development and review process throughout the department.
11. To support the HoD in ensuring high quality resources and facilities are maintained and adhere to safe working practices in training and work.
12. To support the HoD in ensuring learner data in the college management information systems are accurate and meet compliance requirements.

### **Leaders of People**

13. To support the quality framework of teaching, learning and assessment is carried out and staff receive effective feedback to improve their practice.
14. To support the curriculum area self-assessment cycle to evaluate the quality of provision with participation from stakeholders (including awarding bodies, employers and learners) to construct focused improvement plans for the department.
15. To support the HoD in ensuring the delivery and completion of the annual Planning, Development and Review process throughout the department.
16. Participating in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
17. To line manage staff within the department as directed by the Head of Department.
18. To ensure that underperformance is managed in a timely, efficient manner in line with College policies.
19. To support the wellbeing of staff within the department to enhance the resource available to support the learner experience.
20. To deputise for the Head of Department as required.

### **Teaching Responsibilities:**

1. To fulfil the role of the lecturer/ trainer/ assessor as required for 420 hours per annum minimum.

**General Duties and Responsibilities:**

1. To participate in the Staff Performance Management processes and to undertake training based on individual and service needs.
2. To engage in the College's Professional Development (CPD) scheme to develop yourself in your role and the team.
3. To take a lead in creating and to promote a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality and diversity.
4. To comply with all College policies and guidelines in respect of your role, including health & safety, data protection and safeguarding.
5. To demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
6. To undertake continual CPD to support the College culture of continuous improvement and to keep up to date with the skills required to fulfil the role.
7. To be an integral part of the College's curriculum and quality assurance systems.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with the role, as may be reasonably requested.
10. To take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
11. To work across any College campus in order to undertake duties consistent with the post.

**Please note:**

This job description is a guide to the work you will 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.

### Deputy Head of (Curriculum Area)

|                   | <b>PERSON SPECIFICATION</b><br><b>I = Interview</b><br><b>P = Personnel file/Personal CPD Record</b>                                                                                                | <b>Essential<br/>or<br/>Desirable<br/><br/>(E or D)</b> | <b>Method of<br/>Assessment</b> |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------|
| <b>Skills</b>     |                                                                                                                                                                                                     |                                                         |                                 |
| 1.                | Evidence of developing management skills with the ability to lead and motivate a team of staff, delegating effectively and developing positive working relationships with individuals at all levels | E                                                       | I                               |
| 2.                | Good resource management skills with an understanding of budgets, the safe working of facilities, planning of timetables and the learner journey.                                                   | E                                                       | I                               |
| 3.                | Strong communication skills - examples of external liaison and networking skills.                                                                                                                   | E                                                       | I                               |
| 4.                | Competent in IT with excellent administrative and organisational skills                                                                                                                             | E                                                       | I                               |
| 5.                | The ability to work effectively and with a critical and sensitive understanding of the roles of teaching and other staff.                                                                           | E                                                       | I                               |
| 6.                | A strong sense of purpose and the drive to achieve agreed goals and deliver learner success.                                                                                                        | E                                                       | I                               |
| 7.                | Good analytical and report writing skills                                                                                                                                                           | E                                                       | I                               |
| <b>Experience</b> |                                                                                                                                                                                                     |                                                         |                                 |
| 8.                | Evidence of successful programme leading (or equivalent)                                                                                                                                            | E                                                       | I                               |
| 9.                | Proven track record of setting and achieving challenging improvement targets                                                                                                                        | E                                                       | I                               |
| 10.               | In depth knowledge of legislative responsibilities and the importance of Equality & Diversity, Safeguarding, Prevent and British Values.                                                            | E                                                       | I                               |
| 11.               | Sound knowledge of qualification frameworks and an understanding of the funding methodology for all funding streams                                                                                 | D                                                       | I                               |
| 12.               | An understanding of identifying and securing commercial opportunities to enhance curriculum content.                                                                                                | D                                                       | I                               |
| <b>Education</b>  |                                                                                                                                                                                                     |                                                         |                                 |
| 13.               | Level of Maths & English Qualifications relevant to the post (Level 2 minimum)                                                                                                                      | E                                                       | Personnel File                  |
| 14.               | A first degree and/or professional qualification                                                                                                                                                    | E                                                       | Personnel File                  |

|     |                                                 |   |                        |
|-----|-------------------------------------------------|---|------------------------|
| 15. | A full teaching qualification.                  | E | Personnel<br>File      |
| 16. | Evidence of continuous professional development | E | Personal<br>CPD Record |
| 17. | A full management qualification.                | D | Personnel<br>File      |
| 18. | A lead verifier qualification.                  | D | Personnel<br>File      |