

JOB TITLE: Deputy Curriculum Area Leader

ACCOUNTABLE TO: Curriculum Area Leader

JOB PURPOSE To support the Curriculum Area Leader in providing efficient, responsive and flexible leadership of the curriculum area in order to ensure the provision of the best possible learning experiences and outcomes for students, as well as to fostering a culture of continuous improvement.

KEY RESPONSIBILITIES

- To work positively and collaboratively within the leadership and management structure of the College
- To support the Curriculum Area Leader in ensuring that there are high quality outcomes and learning experiences for students on courses within the curriculum area
- To support the Curriculum Area Leader in achieving inspiring, high quality teaching learning and assessment in the curriculum area
- To support the Curriculum Area Leader in reviewing and implementing developments and changes in the curriculum area to ensure an appropriate offer and experience for students
- To provide support to the Curriculum Area Leader, for managing staff in the curriculum area, including sharing performance management and reviewing
- To oversee the work of agreed course teams and provision in the curriculum area
- To support the Curriculum Area Leader in monitoring and reviewing the work of the curriculum area and in the development of the curriculum area's planning, self - assessment and improvement/development plans
- To support the Curriculum Area leader in the organisation of internal and external examinations and assessment, including for internal moderation/verification of any assessed work
- To support the Curriculum Area Leader in ensuring that the College processes for monitoring and supporting students' progress are effectively implemented
- To support the Curriculum Area Leader in monitoring and supporting students' course level attendance, performance and progress - both individual and group elements

- To support the Curriculum Area Leader in ensuring the effective day to day running and operation of the curriculum area
- To assist the Curriculum Area Leader in preparing estimates for staffing in the curriculum area and in timetabling
- To support the Curriculum Area Leader in ensuring subject focussed progression guidance, work experience and/or employability development opportunities are embedded into all courses in the curriculum area
- To support the Curriculum Area Leader in ensuring appropriate arrangements for gathering and using initial assessments and other student information to ensure high quality and personalised experiences for all students
- To assist with the selection, recruitment and induction of staff
- To deputise for the Curriculum Area Leader in their absence
- To undertake teaching duties within the pattern of directed time existing at the time

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A degree or equivalent qualification	Essential	Certs/App Form
A PGCE or equivalent qualification	Essential	Certs/App Form
Experience, Knowledge & Abilities		
Substantial, successful teaching experience with 16 - 19 year olds	Essential	App Form
Successful innovation in teaching and learning and/or course development	Essential	App Form/Int
Experience of course/subject leadership	Essential	App Form/Int
Knowledge and experience of self- assessment and planning for improvement	Essential	App Form/Int
Capacity to motivate, support and inspire trust in colleagues and students	Essential	App Form/Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	App Form
Capacity to effectively analyse, use and present data to drive and monitor improvement work	Essential	App Form
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form
Good written and oral communication skills	Essential	App Form/Int
Interpersonal Skills & Qualities		
Empathy with post-16 students, their aspirations and the personal challenges facing them	Essential	Int
Commitment to achieving the highest standards in all aspects of students' educational experience	Essential	Int
Commitment to critical reflection, continuous improvement and excellence	Essential	Int
Calmness under pressure	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int