wqe | **Wyggeston & Queen Elizabeth I College**

JOB DESCRIPTION

JOB TITLE: Deputy Head of Studies

ACCOUNTABLE TO: Head of Studies

JOB PURPOSE To support the Heads of Studies in provide efficient, responsive and flexible leadership of the arrangements for monitoring and supporting students' progress 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 Head of Studies in making decisions about individual student programmes of study

- To support the Head of Studies in overseeing arrangements for monitoring, supporting and communicating students' general attendance, performance and progress - both individual and group elements

- To provide support to the Heads of Studies in managing staff in the Guidance Team, including sharing performance management and reviewing, organising and monitoring the day-to-day operation of the team.

- To support the Heads of Studies in the implementation of the disciplinary processes for students and manage individual students at the intermediate stages of the disciplinary process

- To be a key point of contact for issues of student management during the College day, responding to staff, students or external stakeholders as required to manage the good order of the College, having access to all the relevant information (including confidential information) about students to inform this management.

- To support the Head of Studies in the preparation of PPM group session materials and resources including planning, creation, and day to day organisation. This includes supporting Heads of Studies in the Quality Assurance of PPM 1-2-1 and group sessions.

- To oversee the tracking and monitoring and completion of online study modules. Implementation appropriate action where modules are not being completed in stipulated timeframes.

- To support the system and arrangements for the completion of student references.

- To support the Head of Studies in monitoring the impact of the arrangements for supporting student progress, including the monitoring of key data and indicators, self- assessment and improvement planning

- To support the Heads of Studies in working with the Careers Education Manager, to manage the arrangements for advice and guidance in relation to preparation for further study and for the world of work, to include careers education guidance, work experience and work readiness/employability

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 holders 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)

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment

Signed:		**Date:**	

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A minimum of 2 A levels or equivalent	Essential	Certs/App Form
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
An honours degree	Desirable	Certs/App Form
Qualification in coaching, mentoring, youth work, counselling or other related area	Desirable	Certs/App Form
Current or willingness to undertake and maintain suitable safeguarding training at an identified level	Essential	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working with young people-in a school or college setting	Essential	App Form
Experience of monitoring, supporting and communicating students' general attendance, performance and progress, working with individuals and groups	Essential	App Form
Experience of implementing intervention strategies to support students' academic progress	Essential	App Form/Int
Familiarity with arrangements for promoting the safeguarding of students	Essential	App Form/Int
Experience of working with Post 16 students in a large educational establishment	Desirable	App Form/Int
Experience of contributing to safeguarding provision	Desirable	Int
Capacity to motivate, support and inspire trust in colleagues, students and other stakeholders	Essential	Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	App Form/Int
Capacity to effectively analyse, use and present data to drive and monitor improvement	Essential	Test/Int
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to delegate appropriately and effectively	Essential	Test/Int
Good written and oral communication skills	Essential	App Form/Test
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
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int