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**Job Description**

**Deputy Head of Department**

**Job Description & Person Specification**

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|  | **Job Title:** | Deputy Head of Department |
| **Reports to:** | Head of Department |
| **Salary:** | **£31,625 – £39,656**  (NSFC Upper Pay Scale - £30,625 – £38,656  + allowance of £1,000) |

**Summary of main purpose of Role**

To raise standards of student attainment and achievement across all subjects within the department.

To be accountable for leading, managing and developing academic provision, including the enrichment programme within the department, and taking responsibility for the health and safety of self and others.

To manage and deploy teaching and support staff, financial and physical resources within the team efficiently to support the effective delivery of teaching and learning and the achievement of quality targets.

To support the Head of Department, Principal and Senior Management Team in achieving the strategic targets of Newcastle Sixth Form College, fulfilling the wider role of a middle leader.

**Key Responsibilities:**

**Teaching and Learning responsibilities**

1. To be the lead teacher within the department, sharing, promoting and modelling the best teaching and learning practice.
2. To deliver teaching, learning and assessment of the highest standard at all times.
3. To plan the curriculum, schemes of work and assessment which promotes the highest levels of student attainment.
4. To ensure all students are adequately prepared for internal and external assessment.
5. To support all students to identify and achieve their learning aims.
6. To write student subject reports which clearly articulate how improvement can be made and sustained.
7. To develop the provision of resources which allows the students to extend their learning outside of the classroom.

**Management responsibilities**

1. To share and contribute to the vision, mission and values of Newcastle Sixth Form College and communicate them effectively through leadership behaviours.
2. To deputise for the Head of Department assisting with the line-management of direct reports, including the setting, monitoring and reviewing of staff appraisals and the performance management of staff.
3. To assist in the operational running of the department for the department on a day-to-day basis, ensuring high quality provision and the maximisation of both physical and human resources.
4. To motivate staff and to ensure the effective flow of information throughout the organisation.
5. To assist in the management of courses within the department, ensuring high levels of learner satisfaction, retention and achievement and progression (employment or further/higher study)
6. To lead on aspects of the planning and delivery of the curriculum and other activities that make up the learning experience including the writing and revising of schemes of work and assessment.
7. To contribute to a wide range of enrichment activities including visits, placements, visiting speakers and other activities.
8. To ensure that relevant information relating to the department and subjects within it is available and up to date for the production and maintenance of public information.
9. To deputise for the Head of Department and organise, chair and keep records of departmental meetings when required.
10. To deputise for the Head of Department and organise and record actions from one to one meetings with direct reports when required.

**Student Oversight**

1. To support the student recruitment process, including giving admissions advice to colleagues and potential students, coordinating pre-enrolment activities and assisting during the registration and enrolment process.
2. To effectively track and document student progress including setting, monitoring and reviewing of targets using the electronic individual learning plans.
3. To liaise with external agencies/organisations, with parents/guardians and others as appropriate to the student group.
4. To collate and write student reports and references to support progress and progression into higher education and/or employment.
5. To monitor patterns of attendance within the department, dealing swiftly and effectively with students who cause concern using the appropriate college procedures.
6. To create an engaging student experience within the department, contributing to the overall student experience at Newcastle Sixth Form College.

**Planning and Performance responsibilities**

1. To participate in the review of curriculum and quality in terms of quality, including; attendance, retention, achievement and progression, and modes of learning including e-Learning.
2. To contribute to the planning of provision of the department, including plans for subject growth, liaising with the SLT.
3. To identify and order resources for the planning and delivery of the teaching and learning experience.

**Environmental responsibilities**

1. To ensure the health and safety of staff and students within departmental areas and during departmental activities.
2. To create a stimulating and engaging learning environment for students within the department.

**Standard responsibilities for all positions in NCG:**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  | **Essential** | **Desirable** | **Method of assessment** |
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| **Qualifications / Training** | | | |
| A degree in an appropriate subject. | ✓ |  | Application form |
| Qualified Teacher Status (QTS) or a recognised teaching qualification. | ✓ |  | Application form |
| Clear evidence of professional development | ✓ |  | Application form |
| Postgraduate qualification in a related subject area. |  | ✓ | Application form |
| **Experience** | | | |
| At Least 3 years’ experience of teaching A Levels in a relevant subject | ✓ |  |  |
| Recent evidence of sustained successful A Level achievement and value added. | ✓ |  | Application form |
| Experience of teaching A Level in a Sixth Form College or School Setting | ✓ |  | Application  Form / Interview |
| Experience as an examiner in your subject area |  | ✓ | Application form |
| **Skills and Knowledge** | | | |
| Ability to teach consistently to a high standard. | ✓ |  | Micro-teach |
| Ability to plan teaching and learning programmes, which meet students’ individual, needs an inclusive environment. | ✓ |  | Micro-teach/ Interview |
| Excellent communication skills both verbally and written. | ✓ |  | Application Form / Interview |
| Ability to use IT skills to a high standard | ✓ |  | Application/  Interview/Task |
| Ability to analyse and interpret data and make appropriate recommendations. | ✓ |  | Application/  Interview/Task |
| Ability to manage own time and personal resources effectively | ✓ |  | Interview |
| Ability to work in collaboration with colleagues at all levels to solve problems and make decisions. | ✓ |  | Interview |
| Up to date knowledge and understanding of teaching and pedagogy. | ✓ |  | Micro-teach/Interview |
| **Attributes / Other Requirements** | | | |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.  Staff will always strive to achieve 1 or 2 during lesson observation to demonstrate excellence in Teaching and Learning | ✓ |  | Interview |
| Reliable and conscientious approach to work with a commitment to professional development | ✓ |  | Interview |
| Satisfactory DBS clearance. | ✓ |  | DBS form |
| Eligible to work in the UK | ✓ |  | Application form |