



JOB DESCRIPTION

Deputy Head of Department



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral principles**.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Deputy Head of Department
Department	Foundation Learning
Pay Spine	38-41
Post Reports To	Head of Department

POST OUTLINE:

With the Head of Department to be responsible for the management and quality of all curriculum provision across the campus, including short qualifications, employer based learning and provision for students with EHCPs

JOB ACTIVITIES

- Manage the agreed quality processes and systems; course review, internal/external verification, learner satisfaction, digital learning and lesson observations; work with colleagues across the designated curricula to deliver a quality focused learner experience, which engages, inspires and prepares learners for the world of work
- Ensure EHCPs and its effective use and implementation is in place
- Manage the process of transition with the support of the Head of Department and carry out interviews for prospective students in a timely manner, in agreement with the Head of Department.
- Ensure Annual Reviews are carried out and processes are followed with internal and external stakeholders
- Monitor the effectiveness of support within classes and ensure that the cover is robust
- Input into the development and evolution of a responsive, relevant, curriculum offer, sponsored by the college; work with marketing, communications and events colleagues to define a clear proposition to individual learners of all ages within the curriculum responsibility
- Teach a minimum of 540 hours on a range of courses, as required, demonstrating high standards of teaching, learning and attainment, whilst ensuring continuous improvement in own teaching to support positive learner outcomes
- Work with the Head of Department and other colleagues to ensure the delivery of the college's model for teaching and learning is effective; ensure that the model is consistently applied and embedded across the curriculum(s) of responsibility.
- With the Head of Department, and, quality colleagues, create and deliver a personalised teaching and learning support plan for teaching staff, whilst ensuring each plan provides inspiration and direction required to deliver outstanding teaching and learning

- To support the head of curriculum with the creation of the Self-Assessment Report (SAR) and the execution of the subsequent Quality Improvement Plan (QIP) to ensure that the curriculum area(s) continue to progress to excellence
- Line-manage members of the teaching team
- Work with colleagues across the college to ensure we are providing necessary safeguarding support for learners

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
■ Qualified teacher			
■ A relevant first degree and /or relevant professional qualifications, for example a CELTA qualification			
■ A*-C in maths and English.			
EXPERIENCE			
■ Demonstrable experience of delivering outstanding teaching and learning in SEND.			
■ Ability to inspire and engage learners to achieve their full potential and a passion for teaching and learning.			
■ Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities including British values.			
■ Experience of managing High Needs provision, the process of Annual Reviews and SEND curriculum			
■ Experience of administration and organisation to ensure the achievement of deadlines including external stakeholder deadlines			
■ Experience of continuous quality improvement in general and with regards to High Needs			
■ Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression			
■ Experience of curriculum development			
SPECIAL ABILITIES AND APTITUDE			
■ Evidenced track record of managing and/or implementing a range of quality processes and systems within a further education environment within a SEND Department			
■ A strong course leader who delivers multiple and diverse teaching methods, which provide high quality success outcomes			
■ Management of the Annual Review process and its' various components			
■ Experienced observer of classroom and workplace teaching and learning assessments, with experience of writing detailed reports and support plans			

■ An understanding of the development of a comprehensive, detailed and responsive curriculum			
■ Knowledge of SEND and High Needs' provision.			
■ An ability to engage and motivate individuals to deliver high performance outcomes in a further education environment			
■ Good analytical skills with proven ability to use management information to identify issues and opportunities to drive quality and performance			
■ Good communication and presentation skills, written and verbal			
OTHER REQUIRMENTS			

* **Key:** AF = Application Form, I = Interview, A = Assessment