

Job Description

Post Title: Deputy Head of Department

Responsible to: Head of Department

Duties and Responsibilities

1. To contribute, as a member of a Management Team, to strategic, operational and development planning.
2. To be responsible for the day to day management, control and operation of provision including:
 - (a) The efficient and effective allocation and use of resources, including staffing;
 - (b) Assisting with budget management;
 - (c) The monitoring of statistical information and implementing action plans;
 - (d) The implementation of quality assurance procedures within the Department.
3. To implement systems which ensure the achievement of performance targets (eg, staff utilisation, expenditure and income targets, customer satisfaction, purchasing, and health and safety).
4. To work in collaboration with all College Managers and external organisations to ensure active participation by staff in cross-College and external initiatives.
5. To respond to developments in the Department at national, regional and local levels.
6. To establish, monitor and evaluate provision in liaison with the needs and expectations of the College community and external agencies and partners.
7. To monitor and evaluate the effectiveness and achievements of the Department in line with College procedures, including evaluation against quality standards and performance criteria.
8. To provide appropriate leadership of construction staff including all delegated line management responsibilities.
9. To contribute to the Department's staff development plan and design/organise appropriate programmes to meet staff development needs.
10. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work.

11. To give and receive feedback on performance to self and others including through the staff review process and to promote and undertake opportunities for continuous professional development.
12. To contribute to the marketing activities in line with College marketing strategies.
13. To ensure the continued relevance of course provision and delivery to meet the needs of clients.
14. To liaise with Cross College staff and other relevant staff to ensure that the student support framework operates effectively (ie, pastoral system, Free School meals).
15. To ensure that the student environment is of the highest possible quality.
16. To undertake a teaching commitment as part of the role, in line with the needs and size of the department

Required Qualifications and Knowledge

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- PGCE/Cert Ed or relevant teaching qualification
- Degree in a relevant field of study
- Demonstrated ability in managing a team of staff
- Relevant industrial competence
- Effective communication skills
- Ability to:
 - Manage resources effectively and efficiently
 - Liaise/communicate with a broad spectrum of individuals and external agencies
 - Meet deadlines
 - Create and deliver new business strategies

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

January 2021

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.