

Job Title:	Deputy Head of Learning
Reports to:	Head of Learning
Salary	Points 39 to 41 £38,751 to £41,102
Hours	Full Time
Annual Leave	40 days plus bank holidays and closure days

Main purpose and scope of the post:

- To support the Head of Learning to lead a high performing, efficient teaching, learning and assessment area, ensuring outstanding student success and outstanding levels of staff and customer satisfaction.
- To promote and enable the expectations of the highest standards of teaching, learning and assessment within the curriculum area, ensuring that all students develop knowledge, understanding, skills and abilities within a secure, challenging and stimulating educational environment.
- To deliver an annual set of KPIs as agreed with the Head of Learning
- To work collaboratively and innovatively with staff to broaden the curriculum offer. As part of the curriculum review process, manage the review of programmes including FE, HE/L4/L5, Apprenticeships, AEB and commercial provision that leads to growth.
- To support new and existing staff to improve the quality of teaching, learning and assessment and associated processes.
- Deliver outstanding teaching, learning and assessment and outstanding support for learners, ensuring a high quality of provision, in response to learners' needs.

Key responsibilities

- To support the Head of Learning to improve the quality of delivery in accordance with College policies and the implementation of the quality assurance systems to strengthen the culture of self-assessment and continuous improvement.
- To be responsible for managing Quality Assurance systems in the designated area of responsibility, this includes the Internal verification (IV) / Internal standardisation (IS) processes ensuring they are undertaken robustly and in line with awarding body requirements across designated areas of responsibility.
- To ensure that student needs are met in a responsive way, in line with the College's Inclusive learning agenda and take action to address any gaps in attendance, retention and achievement.
- To support the Head of Learning in ensuring collaborative productive working practices both within immediate team as well as across college
- Arrange cover as required and deputise for the Head of Learning in leading the

curriculum area to achieve outstanding success.

- Contribute to all curriculum planning processes, and lead on key management responsibilities such as accurate course timetabling, accurate register completion, enrichment schedules (and attendance to) and work experience plans.
- Lead the teams on activities to aid the recruitment of students, including attending open events and other recruitment events as required by the Head of Learning. To work with the curriculum and support teams to achieve student recruitment targets and contribute to schools liaison activity
- Contribute to the effective recruitment of appropriate teaching staff and carry out appraisals and teaching observations for a defined group of staff. Contribute to staff development/CPD/Industry Updating plans
- Manage the accurate recording and reporting of all data associated with the area.
- To oversee and support the management of student behaviour for your area of responsibility in line with the College's Student Management Policy and code of conduct
- Deal with any emerging needs, acting promptly and swiftly to resolve any problems.
- Contribute to the management of and control of any delegated budgets.
- Carry out teaching, learning and assessment responsibilities within the curriculum area on courses/ programmes as required by the Head of Learning
- To be an excellent ambassador for the College with the capacity to enhance opportunities for partnership work and meeting the needs of our local communities. Liaise with all customers, stakeholders (including employers of apprentices), partners and manage that customer relationship and school liaison effectively
- You may be required to undertake such duties as may be reasonably required of you commensurate with this grade

Person Specification

Job Title:	Deputy Head of Learning
-------------------	--------------------------------

The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Deputy Head of Learning. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Experience

Essential:

- High level of professional specialist sector/subject knowledge, and experience of delivering at least one of the sector subject specialisms offered within each Curriculum Manager's area of responsibility
- Demonstrable track record of delivering high quality and successful teaching, learning and assessment which is consistently good or better
- An understanding and knowledge of curriculum organisation and administration within Further/ Higher Education.
- Demonstrable track record of achieving consistently high student attainment results and value added
- Demonstrable success in consistently meeting or exceeding College Key Performance Indicators (KPIs) i.e. retention, attendance, M&E attendance, achievement, high grades, WEX placements etc
- Demonstrable track record of working collaboratively and productively within immediate team as well as collaborative working practices across college
- Experience of setting and reviewing targets with students to enable students to achieve to their full potential and progress onto higher levels of study/ apprenticeship / employment
- Experience interpreting data reports to inform planning and drive improvements
- Experience of successfully embedding and managing internal and external Quality Assurance processes
- Experience of successfully planning and delivering curriculum to fulfil awarding body specifications and assessment requirements
- Experience liaising effectively with other teams across the college and outside organisations where appropriate

Desirable:

- Experience of line management, including performance management of staff and undertaking appraisals
- Experience of planning and delivering Programmes of Study that fulfil the funding condition requirements and effectively integrate employability, enterprise, work experience/ placements, live projects, industry links, directed study, Maths and English
- Experience of effective timetabling and staff utilisation

- Experience of managing, deploying and monitoring resources i.e. human and physical resources effectively and efficiently
- Experience using wide range of digital technologies to facilitate strong teaching, learning and assessment
- Understanding of funding mechanisms

Qualifications

Essential:

- An academic qualification at Level 5 / Level 6, or professional qualification equivalent in a relevant subject area (this is dependent on curriculum area)
- Relevant vocational qualification at Level 3/ Level 4 or above (this is dependent on curriculum area)
- Previous relevant industry experience (this is dependent on curriculum area)
- Hold a full and recognised teaching qualification

Desirable:

- Management or leadership qualification
- Assessor/Verifier Award (or willingness to gain)

Knowledge/understanding/skills/abilities

- Up-to-date knowledge and understanding of the principles and practices of internally assuring the quality of assessment within a college / training environment
- Excellent knowledge and understanding of Awarding Body specifications and assessment and IV requirements
- Strong analytical skills with experience of interrogating and analysing data
- Exceptional interpersonal skills with the ability to communicate at all levels
- Excellent planning, organisational and time management skills
- Leadership and supervisory skills - of college staff and learners.
- Excellent IT skills
- Familiarity with computer packages used in teaching and learning and production of learning materials in print, digital and audiovisual formats
- Good presentation skills

Qualities

- High levels of relevant specialist/sector/subject knowledge applicable to area of specialism.
- Effective working knowledge of the FE / HE / Apprenticeship qualifications systems

- Knowledge of curriculum planning and curriculum development to meet the learning needs of all students
- Collaborative and team oriented
- Student and Customer focused actively seeking ways to invite feedback and identify opportunities to improve to which to positive impacts
- Dynamic, enthusiastic and self-motivated approach
- Effective interpersonal skills and the ability to work well with people at all levels
- The ability to deal with Cross-College issues in a professional, positive and confidential manner
- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values

