

Job Description

Post:	Lead Deputy Head of Department- Pre-Advanced English and maths
Salary Grade:	Salary ranges from B2 - B3 of the SCC Group pay scales. Progression is dependent upon performance. 0.5FTE remission will be provided to support this role.
Responsible to:	Head of Department
Responsible for:	Line management and development of designated departmental staff. Management and development of the English and maths curriculum.

Key Purpose

1.	To promote the highest levels of achievement for all students through the promotion of inspirational teaching and learning and assessment.
2.	To lead, develop and monitor the curriculum and associated quality processes to maximise student achievement and progression.
3.	To line manage, support, and develop staff within the department, promoting a culture of continuous improvement, accountability, and professional growth.
4.	To contribute to the strategic leadership and operational management of the department alongside the Head of Department.
5.	The successful candidate will teach within their subject specialism.

Duties & Responsibilities

A	To monitor the performance of students and develop strategies alongside the Head of Department to improve retention, attendance and achievement.
B	To plan and monitor the development of clear and comprehensive schemes of learning for all curriculum programmes.
C	Oversee the development of high-quality resources and assessment material for all curriculum programmes.
D	To effectively lead and develop particular programmes or curriculum strands. To be proactive in the monitoring of student progress, including attendance and assessments – such as IV and sample preparation.



E	To develop, implement and monitor strategies to increase value added outcomes achieved by the team.
F	To develop and maintain a close working relationship with the Heads of Department, Course Leads, and the Pastoral Teams to plan effective strategies for tackling student underachievement or attendance issues.
G	Assist in departmental timetabling and resource allocation, ensuring efficient use of staff and facilities
H	To support the Head of Department in the effective deployment of staff to deliver the curriculum.
I	Line manage and coach designated staff, including responsibility for: • Conducting performance reviews and setting objectives aligned with departmental priorities. • Supporting staff development through mentoring, coaching, and sharing best practice. • Monitoring teaching and learning standards and implementing improvement plans where required.
J	Coordinate internal audits and support the head of department with self-assessment reports (SARs), ensuring compliance with college and external standards.
K	To work with the Head of Department to establish and maintain working relationships with external agencies and partners e.g employers, feeder schools, awarding bodies
L	Represent the department in cross-college meetings or working groups, feeding back key information to the Head of department.
M	Identify and disseminate best practices, both internally and externally.
N	Take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.
O	Participate in key College processes as required e.g. enrolment, open events and quality assurance reviews.
P	Lead on specific improvement initiatives, such as digital learning integration or literacy/numeracy campaigns.
Q	Facilitate team-building and cross-departmental collaboration, helping to unify departmental efforts.
R	Champion staff wellbeing initiatives, acting as a point of contact for departmental concerns and promoting a positive working culture.
S	Undertake other relevant duties as required by the Head of Department, Head of Faculty, or Senior Leadership Team.



T	Act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
U	To work flexibly in the interests of the organisation as required
V	Participate in performance development review processes and undertake relevant staff development activities.
W	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Appropriate Degree, or equivalent.	Application / Certificate	A	Good honours degree in a curriculum related discipline.	Application / Certificate
	2	Teaching Qualification				
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview	B	Evidence of delivering subject specific CPD	Application / Interview
Experience	4	Experience of delivering both GCSE and Functional Skills qualifications	Application / Interview	C	Experience of leading cross-college initiatives or projects	Application / Interview
	5	Proven record of improving student outcomes and driving improvement		D	Experience of line managing staff or leading a curriculum team	
Knowledge	6	Knowledge of GCSE and Functional Skills assessment processes	Application / Interview	E	Knowledge of course structure and assessment frameworks	Application / Interview
	7	Strong subject knowledge in English and/or Maths				
	8	Understanding of the FE and post-16 landscape				
Skills / Qualities	9	Ability to motivate students with differing abilities and needs.	Application / Interview	F	Ability to lead and inspire staff towards shared goals	Application / Interview
	10	Evidence of using data effectively to improve performance		G	Evidence of curriculum innovation and improvement	

	11	Strong communication, interpersonal and organisational skills.				
	12	Evidence of successful strategies to improve attendance, retention, and achievement				
	13	Solution-focused approach to problem-solving				
	14	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults				
	15	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion				
	16	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

