

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Deputy Head of Department
Job Title:	Deputy Head of Department – English and Maths
Reports to:	Assistant Principal/Principal
Grade	LM2
Date of compilation:	Nov 2023

ROLE SUMMARY:

An opportunity has arisen for a highly motivated and enthusiastic Deputy Head of English and Maths, which encompasses delivery to 16-18 and adults, based at our Printworks Campus, located in Leeds. We offer a curriculum as diverse as our students within a vibrant and multicultural learning environment. Our goal is to deliver excellent and innovative education which supports and inspires every student to achieve their ambitions.

We are seeking a passionate and experienced English and Maths leader, to lead the provision across our campus, with a passion for promoting student success. It would be advantageous if the applicant has experience of managing and leading teams within an educational setting. You will have a proven track record of improving standards within English and math, that will help drive learners towards their aspirational destinations.

SPECIFIC ROLE RESPONSIBILITIES:

1. Drive the English and Maths strategy, supporting curriculum management and teams to improve TLA, progress and outcomes for learners.
2. To lead the English and Maths teams across all departments at your campus.
3. To work with the Head of English and Maths to inform, support and quality assure action plans for improvement, measuring their impact as part of the quality improvement plan (QIP) and to inform quality assurance processes for resources, assessment and training that are developed for staff and students.
4. Support the development of staff skills and improvements in English and Maths, through the design and delivery of training, mentoring and professional learning activities.
5. To work with the Head of English and Maths and manage the internal and external quality assurance process procedures and act as an IQA as appropriate.

CORE RESPONSIBILITIES:

6. Lead on the development of outstanding teaching, learning and assessment in the department, and work closely with the Head of the Department and the TLA Team and TLA Data Team to drive the continuous improvement.
7. Coordinate a team of Programme Managers/Course Leaders across the campus to drive improvement of the subject area and outline emerging operational priorities.
8. Lead targeted professional learning through targeted and impactful CPD.
9. Engaging curriculum managers and teams, to identify opportunities for innovation and the sharing of best practice.
10. Work collaboratively across Luminate Education Group and as part of the partnership work.
11. To have an agreed teaching contact timetable for one subject.
12. To coordinate the sharing and showcasing of best practice across the college through communities of practice, social networking, observation, learning walks, mentoring, staff development, training and workshops.
13. To gather and interpret quantitative and qualitative data to produce and present reports with supporting evidence to assess the impact of any activities at the campus you are based at
14. Maintain and update knowledge of educational and technological research to develop evidence-based practice, actively enhancing own learning, skills and experience through appropriate professional learning activity that informs support and training for staff.
15. To assist in the recruitment process for teaching posts when required and to support the effective induction, training and development needs of new staff.
16. To be an active part of the Campus Leadership Team and be part of the connect duty rota. |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Job Title:	Deputy Head of Department
Department	English and Maths - Printworks

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Teaching qualification at level 5 (or level 3 with significant FE experience)	A / C
E	Q2. English and Mathematics at level 2 or above.	A / C
E	Q3. Subject specific qualification in English and/or maths. First degree in either English or maths, L5 subject specialism in English or maths.	A / C
D	Q4. Google Educator / Trainer or willing to work towards	A / C / I
D	Q5. A recognised leadership and management qualification or evidence of leadership training	A / C
D	Q6. Licence to Observe or other comprehensive observer programme or training	A / I
Experience and Knowledge		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent experience of teaching in English and/or maths in FE	A / I
E	EK2. A proven track record of developing innovative practice	A / I / P
E	EK3. Demonstrates current knowledge and understanding of pedagogy and a holistic approach to teaching, learning and assessment	A / I / P
D	EK4. Demonstrates significant experience of working successfully with staff across college or in different roles, to support innovation	A / I
	A/I	
E	EK5. A proven track record of raising standards and improving performance e.g. attendance, retention, achievement, success, value added, progression	A / I
D	EK6. Up to date knowledge of educational and technological research to develop evidence-based practice	A / I / P
D	EK7. Experience of embedding TEL effectively to improve the outcomes of English and/or maths	A / I
E	EK8. Knowledge of a range of learning strategies and how these can be used to ensure maximum impact in improving student retention and attainment	A / I
D	EK9. Experience and knowledge of different types of observation of teaching, learning and assessment	A / I
E	EK10. Proven track record in supporting staff to improve performance in teaching, learning and assessment	A / I
E	EK11. Recent experience of facilitating or contributing to staff development events or professional learning activity	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Evidencing excellence in TLA	A / I / P
E	SC2. Evidence of innovation in English and/or maths, beyond traditional classroom delivery	A / I
E	SC3. Proven ability in setting targets, monitoring and reviewing outcomes	A / I
E	SC4. Ability to project manage and coordinate tasks	A / I
E	SC5. Excellent communication and interpersonal skills	A / I / P
E	SC6. Ability to utilise coaching and mentoring skills	A / I
E	SC7. Demonstrated leadership skills in a professional context	A / I / P
E	SC8. Ability to motivate, inspire and enthuse staff and learners	A / I
E	SC9. Excellent organisational and presentation skills	A / I / P
E	SC10. Ability to use initiative, problem solve and overcome barriers with a 'can do' attitude	A / I
E	SC11. Ability to take responsibility and work on own initiative with minimum supervision and guidance	A / I
E	SC12. Ability to gather and interpret quantitative and qualitative data to monitor, review and report on impact and progress, including your own	A / I
D	SC13. Networking skills and the ability to be an ambassador for English and maths for the organisation, both internally and externally	A / I / P
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I

E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I