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| Job title: | Deputy Head of Curriculum – Engineering 16-18 |
| Reports to: | Head of Curriculum Engineering and Motor Vehicle |
| Responsibility for others: | Yes |

JOB DESCRIPTION

Purpose and context:

The Deputy Head of 16-18 Curriculum Engineering will be based at Castleford College and occasionally work across the group visiting all sites as required. They will play a pivotal role in shaping and implementing the educational strategy of the college. This position is responsible for assisting the Head of Curriculum in overseeing all aspects of 16-18 curriculum development, delivery, and assessment, primarily at Castleford College.

The successful candidate will improve outcomes for students by achieving and maintaining high standards of performance through tracking, monitoring and inspiring staff and students.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Responsibilities:

Curriculum Management & Development

- Assist the Head of Curriculum in the planning, reviewing, developing, designing and implementation of a 16-18 curriculum which satisfies our communities' continuing needs.
- Provide leadership of all aspects of health and safety in the department
- Provide support for departmental timetabling
- Provide leadership for the development, and delivery of, engaging and industry relevant materials and resources to support curriculum development, and a high standard of teaching and learning.
- Support the implementation of local and corporate strategies to develop high quality teaching, learning and assessment.
- Celebrate student success and facilitate the sharing of good practice.
- Provide leadership for the implementation of safe practices for both staff and students to support the implementation of health and safety that aligns with both educational and industry standards.
- Liaise with external agencies / partners to ensure high-quality and cost-effective delivery of provision.
- Monitor and address attendance, engagement, punctuality, and student performance.
- Drive internal quality assurance procedures across all qualifications and courses delivered at the college.
- Manage the allocation of resources, staffing, and facilities, to support curriculum delivery effectively.
- Support positive student behaviour across the department, maintaining expectations and a consistent student experience.
- Ensure appropriate attention is given to the promotion of equality, diversity, and inclusion in the curriculum.

Quality

A shared responsibility for the performance of courses through:

Monitoring the curriculum area's performance against Key Performance Indicators including:

- Recruitment rates and targets
- Success, retention and achievement rates and targets
- Value added
- Attendance targets
- Engaging with College information systems and working with course teams to regularly monitor retention and address emerging issues
- Ensuring course teams comply with the Group's quality processes, for example, following the curriculum and quality calendars including the development of course reviews
- Ensuring timely and appropriate completion of action and improvement plans
- Ensure that appropriate initial curriculum advice and guidance is in place to deliver "right student, right course"

People Management

Be the line manager for some staff within the area (as required), and support the Head with other aspects of staff management including:

- Planning and monitoring the core and flexible staffing needs of the area
- Taking part in the recruitment and selection of staff
- Inducting new staff to the area
- Coaching and mentoring of staff as appropriate

Manage staff cover as appropriate.

Financial Management

Assist the Head in maintaining a healthy position for the area including:

- Ensuring efficient use of resources, including rooms and equipment
- Ensuring timely completion and submission of registers and other student-related documentation and returns
- Possible management of a delegated budget

Marketing

Contribute to College marketing activities, particularly through schools' and employer liaison activities and supply of prospectus and website content.

Personal & Professional Development

Participate actively in the Group's performance and development review programme.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the College.

Participate in a minimum of 30 hours per year learning development.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

| Person Specification: Deputy Head of Curriculum for Engineering & Motor Vehicle | | |
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| Please provide evidence in your application of how you meet the criteria listed below. | Criteria: Essential Desirable | Assessed: Application Interview Task |
| <u>Qualifications and Training:</u> | | |
| Relevant level 4 or professional qualification of an equivalent level | Essential | Application |
| PGCE / Teaching Qualification | Essential | Application |
| Safeguarding and Prevent training (or to be completed within one month of appointment) | Essential | Application, Interview |
| GCSE English and Maths A* - C / 9 - 4 or equivalent qualification (as a minimum) | Essential | Application |
| Management qualification or training, or willingness to complete | Desirable | Application |
| <u>Relevant Experience:</u> | | |
| Successful experience of teaching | Essential | Application, Interview |
| Track record of improving the learner experience | Essential | Interview |
| Experience of integrating digital technology into teaching and learning | Essential | Application, Interview |
| Experience of working with/in relevant external organisations | Essential | Application, Interview |
| Supervisory/curriculum/course management experience within a college or post-16 school environment | Essential | Application, Interview |
| Experience of budgeting | Desirable | Application, Interview |
| Management experience in FE | Essential | Application, Interview |
| <u>Skills and Knowledge:</u> | | |
| The ability to make accurate judgements about the quality of teaching, learning and assessment | Essential | Interview |
| Ability to plan complex activities | Essential | Interview |
| Good level of IT skills | Essential | Interview |
| Ability to influence decision making | Essential | Interview |
| The ability to form and maintain appropriate relationships and personal boundaries with all students | Essential | Interview, References |
| The ability to maintain appropriate discipline through use of positive behaviour strategies | Essential | Interview, References |
| Ability to use Management Information Systems | Essential | Interview |
| Ability to undertake training needs analysis | Desirable | Interview |

| <u>Additional Factors:</u> | | |
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| A professional approach | Essential | Interview, References |
| The ability to deal with all levels of staff and students | Essential | Interview, References |
| A flexible approach to working practices and adaptable to change | Essential | Interview, References |
| Good team member | Essential | Interview, References |
| Ability to work in a busy environment with tight deadlines | Essential | Interview, References |
| A commitment to the principles of Equality and Diversity | Essential | Interview |
| As the Group is a multi-campus site, flexibility and willingness to work across all sites as required | Essential | Interview |

