



JOB DESCRIPTION

Deputy Head of Curriculum – ACEE



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Deputy Head of Curriculum - ACEE
REPORTING TO:	Director of Curriculum
RESPONSIBLE FOR:	Lecturing Staff
GRADE:	Leadership & Management 39-41

KEY RESPONSIBILITIES

1. Manage the agreed quality processes and system, which includes internal/external verification, learner satisfaction, digital learning and lesson observations. To work with colleagues across the designated curricula to deliver a quality focused learner experience, which engages, inspires and prepares learners for the world of work
2. With the Head of Curriculum, and, quality colleagues, create and deliver a personalised teaching and learning support plan for teaching staff, whilst ensuring each plan provides inspiration and direction required to deliver outstanding teaching and learning.

MAIN RESPONSIBILITIES

1. Input into the development and evolution of a responsive, relevant, curriculum offer, sponsored by the College; work with marketing, communications and events colleagues to define a clear proposition to individual learners of all ages within the curriculum responsibility
2. Teach a minimum of 540 hours on a range of courses, as required, demonstrating high standards of teaching, learning and attainment, whilst ensuring continuous improvement in own teaching to support positive learner outcomes
3. Work with the Head of Curriculum and other colleagues to ensure the delivery of teaching and learning is effective; ensure that teaching, learning and assessment standards are consistently applied and embedded across the curriculum(s) of responsibility.
4. To support the Head of Curriculum with the creation of the Self-Assessment Report (SAR) and the execution of the subsequent Quality Improvement Plan (QIP) to ensure that the curriculum area(s) continue to progress to excellence, and other quality processes as required.
5. Work with colleagues across the college to ensure we are providing necessary safeguarding support for learners

6. Line management of staff including appraisals

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.
6. Undertake continuing personal and work related professional and skills development.
7. Make an active and positive contribution to team meetings, one to one session with line managers and the appraisal process
8. In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Qualified teacher (Level 5 teaching qualification or equivalent to FE)	E
	A relevant first degree and any relevant professional qualifications	E
	Level 2 (or above) English and Maths qualifications	E
Previous experience/job knowledge	Demonstrable experience of delivering outstanding teaching and learning or relevant industry experience in a curriculum area.	E
	Ability to inspire and engage learners to achieve their full potential and a passion for teaching and learning.	E
	Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities including British values.	E
	Experience of administration and organisation to ensure the achievement of deadlines	E

	Experience of continuous quality improvement and internal quality assurance	E
	Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression	E
Skills (Competencies and Aptitudes)	Evidenced track record of managing and/or implementing a range of quality processes and systems within a further education environment	D
	A strong course leader who delivers multiple and diverse teaching methods, which provide high quality success outcomes	E
	Experienced observer of classroom and workplace teaching and learning assessments, with experience of writing detailed reports and support plans	E

	An understanding of the development of a comprehensive, detailed and responsive further and higher education curriculum	D
	An ability to engage and motivate individuals to deliver high performance outcomes in a further educational environment	D
	Experience of curriculum development	D
	Good analytical skills with proven ability to use management information to identify issues and opportunities to drive quality and performance	D
	Good communication and presentation skills, written and verbal	E