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| Deputy Head of Department - Endeavour Job Description  | L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png |

Reporting to: Head of Lifelong Learning

Salary SFCA Teachers’ Scale plus a Responsibility Allowance

Remission 19 hours per week - Deputy Heads of Department for Endeavour receive 19 hours remission which will be used to manage any safeguarding needs, management of key areas (as detailed in this JD) and to provide cover as needed.

You will be required to work up to 5 additional days across the year, including during holiday periods.

Cross college working will be determined according to need.

The Deputy Head of Department will be responsible for supporting and assisting, and where required, deputising for the Head of Lifelong Learning.

Responsibilities may change with time and further college initiatives but, in the first instance, they will include:

**Deputy Management Responsibilities:**

1. Working with the Head of Department, to ensure the college mission, vision and values are embedded in all aspects of work in the department and provide cross-college leadership in a subject specialist area of T&L
2. Provide leadership and direct line management of teachers and curriculum support staff.
3. Assist the Head of Department to ensure effective student management, and monitoring of performance issues.
4. Contribute to school liaison work, including interviewing and enrolling new students and leading on the college’s liaison offer to schools.
5. Assist the Head of Department to complete the departmental Self-Assessment Review and ensure implementation of the QIP.
6. Assist the Head of Department to carry out subject deep dives and quality assurance processes within the department, and across college sites.
7. Produce regular reports on KPIs as requested by the Deputy Head of Centre and the Head of Department.
8. Contribute to tutoring and the teaching of college courses (for which there are separate job descriptions).
9. Provide leadership, modelling, coaching, and mentoring to teaching staff to ensure the sharing of best teaching and learning practice and improving the quality of the learning experience across the college.
10. Liaise with the Head of Lifelong Learning to direct and organise EHCP meetings in co-operation with parents, including carrying out a thorough needs analysis and ensuring all EHCP information for the base is collated in one central point.
11. Provide pastoral care and guidance to students and undertake a multi-agency approach to problem solving and actions on safeguarding.
12. Attend meetings, home visits, and liaise with parents/carers, schools, and other external bodies to determine student needs to ensure that they can be met.
13. Liaise with the Head of Lifelong Learning on High Needs Funding (HNF) learning support requirements to ensure that appropriate funding can be claimed.
14. Liaise with the Data / Exams Team to identify and address exam related needs including identifying those needing LUCIDs and Irlens and completing Form 8s as required.
15. As appropriate, carry out lesson observations, performance reviews, subject self-assessments and monitoring of courses and individual students.
16. Co-ordinate and manage the Level 3 Learning Support Assistant support requirements for the college.

**Other Job Specific Responsibilities**:

1. Communicate and monitor all department performance indicators, including recruitment, achievement, progress, progression, retention, and attendance as directed by the Head of Lifelong Learning.
2. Monitor and report on all students in the area with specific emphasis on underperforming students, as directed by the Head of Lifelong Learning, and ensure that appropriate support is put in place to help students improve.
3. Monitor and report on students at risk of disengaging and becoming NEET and where appropriate, signposting to internal and external student support services.
4. Provide support to the Head of Lifelong Learning to manage performance processes and issues in the department, and play a role in providing guidance, stretch and challenge to staff in achieving their performance targets.
5. Work closely with Student Services to ensure students’ needs are met including support for pastoral, transition, and welfare issues.
6. Take a lead role on students’ behaviour management within the department in line with college policies and procedures.
7. To work in conjunction with the DSL and Heads of Department to ensure the safeguarding of all students in line with current safeguarding practice.
8. Ensure one’s own mental health and wellbeing, in line with the Trust’s Wellbeing Strategy.
9. Be a subject lead during inspections/audits as required; co-ordinate and communicate information to inspectors/auditors complying with the Trust and College ethos and values.
10. Liaise with external organisations including awarding bodies, other education providers to seek best practice and ensure implementation across the College.
11. To be a trained fire warden.

**General Responsibilities:**

1. Close liaison and communication with all members of the department both Teaching and Support as delegated by the Head of Lifelong Learning.
2. Setting the highest standards of competence in delivery of subjects.
3. Contribute to the professional development of staff.
4. Attend and support regular formal meetings within and across departments.
5. Represent the Head of Lifelong Learning in committees or working groups where appropriate.
6. Carry out such similar duties as may be required by the Chief Executive Officer commensurate with the post.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary.

Signed ……………………………………………………………. Dated ….............................

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| Deputy Head of Department - Endeavour Person Specification  | L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png |

**ESSENTIAL**

* Qualified to degree level in a relevant subject
* A professional teaching qualification or qualified teacher status
* Completed SENCO training, or willingness to complete this
* Proven successful teaching experience with 11–19 year-olds.
* A working knowledge of syllabuses and specifications at GCSE level
* Commitment to safeguarding
* Leadership qualities
* The ability to manage and motivate individual staff and teams
* Excellent communication and listening skills
* Excellent administrative and organisational skills
* The ability to relate well to teenagers and adults
* Energy, creativity, and initiative
* Sympathy with the College’s culture

**DESIRABLE**

* Some management experience.
* Some experience in leading a team
* Good knowledge of Quality Assurance systems
* Experience of delivering staff training
* Skills in Information and Learning Technologies
* Educational vision

**Each DHoD to take the lead and report on one of the following:**

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| **SEND Activity** | **PPC** | **SSFC** | **Manager**  |
| High Needs Funding and Annexe 1s – applications and monitoring.Other relevant funding streams i.e. Connect and Endeavour + | 15 in Endeavour +Up to 20 in Connect166 EHCP / HNF20 SEN Support Plans | 6 EHCPs6 SEN Support Plans | PPC CW / ANO SSFC SM |
| EHCP Reviews | 166 | 6 | PPC RBSSFC SM |
| Access Arrangements | Approx 560 students | Approx 140 students | PPC ASSSFC SM |
| Internal Quality Assurance – across both sites | At least one course but usually 2 or 3 for all students including adults.Functional Skills Maths and EnglishHealth and Social CareHumanitiesProjectDigital MarketingSTLDigital SkillsAccess to HE | At least one course but usually 2 for all Endeavour studentsFunctional Skills Maths and EnglishHealth and Social CareHumanities | PPC and SSFCAS, SR and AD |