Job Description

Deputy Head of Foundation Maths & English

ROLE OVERVIEW	
Job Title:	Deputy Head of Foundation Maths & English
Grade:	DHoF
Contact Hours:	37 hours per week
Contract:	Permanent
Faculty:	Foundation maths and English
Responsible to:	Head of Faculty

KEY ROLE OBJECTIVES

To support the Head in the effective management of the faculty and act as Deputy in their absence.

The postholder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and:

with full regard for the college's equality, diversity, and health and safety requirements;

- to achieve individual and team targets assigned through the college's annual planning and staff appraisal processes;
- within approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures;
- to undertake an agreed programme of teaching which will relate to the size and complexity of the faculty which will be reviewed on an annual basis.

Main Duties:

1. To deliver exceptional maths classes to our learners

2. To deputise for the Head of Faculty in their absence.

3. To co-ordinate quality assurance processes and ensure that documentation is up to date and in line with the quality cycle within the faculty.

4. To co-ordinate processes which monitor student attendance, retention and achievement.

5. To support with continuing the exceptional delivery of Foundation maths and English across the college.

6. Support the professional development and effective deployment of staff, particularly timetabling, appropriate day-to-day cover arrangements, etc.

7. Carry out an agreed programme of professional development reviews within the faculty.

8. To undertake a caseload of teaching observations and feedback sessions, PPRs and probationary reviews for faculty teaching staff.

9. Ensure that processes and policies to support students e.g. learning support, pastoral, tutorial, referral and disciplinary, are understood by staff and effectively implemented. To take on a caseload of student support as directed by the HOF and liaise with parents about this.

10. Support the HOF in the effective implementation of all cross-college policies and procedures e.g. Personnel Policies, Health & Safety, Equal Opportunities, etc.

11. Ensure that College Registry/MIS procedures are complied with by all staff in the Department.

12. To undertake any other duties, commensurate with the post, as required by a member of the Senior Management Team and/or Head of Department.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities.

Additional Duties

3. To undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.
4. Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff can express their individuality in a professional educational setting.
5. Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

Reviewed: November 2026

Person Specification

Deputy Head of Foundation Maths & English

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Successful curriculum/ team/faculty management and/or co-ordination experience (A/I)
- Teaching GCSE maths at a consistently high standard (A/I)
- Experience of collating and interpreting data, providing reports and handling confidential and sensitive information (A/I)
- Experience of implementing and monitoring quality assurance and quality improvement systems (A/I)
- Experience of liaising with next-of-kin and other agencies/departments about learner support (A/I)
- Demonstratable IT Competency (A)

Desirable Criteria:

- Experience of integration of ILT in the curriculum (A)
- Experience of working in a GCSE resit provision (A)

Skills and Abilities

Essential Criteria:

- Successful teaching experience of Level 2 maths (A/I)
- Commitment to and strong record of student success (I)
- Ability to enthuse and motivate staff in pursuit of being exceptional (A/I)
- Ability to be flexible and respond to needs of the faculty on a day-to-day basis (A/I)
- Effective written and verbal communication skills (A/I)
- Ability to prioritise, manage time effectively and consistently meet deadlines (A/I)
- Ability to collaborate, share best practice and to encourage and facilitate this in others (I)

Personal Qualities

Essential Criteria:

- An evident passion for continual improvement (I)
- Empathetic and supportive when dealing with both learners and colleagues (I)

- Motivational, solution-focused and positive outlook (I)
- Resilient and able to work under pressure (I)
- Confidence in dealing with challenging situations with the ability to manage conflicting priorities (I)
- A proactive, energised, positive and fair approach (I)

Qualifications

Essential Criteria:

- Appropriate qualification in maths or closely related subject (A)
- Recognised teaching qualification (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: October 2026

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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AMBITION COLLABORATION ENERGY BE EXCEPTIONAL