

Post Title	Deputy Head of Department
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Management Pay Scale
Hours	37 hours per week Average 12 hours per week (432 hours per annum) teaching contact
Responsible to	Head of Department
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.</p> <p>A full DBS Certificate via the Disclosure and Barring Service will be required for this post.</p>
Closing Date	Sunday 20 July 2025
Interview Date	TBC
Post No.	A698

**If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted
Please feel free to apply for future roles as appropriate**

**If you experience any difficulties in accessing any employment information or completing the College
application form, please contact Human Resources, HR@craven-college.ac.uk**

MAIN JOB PURPOSE

This is a key role in the development and management of the College's curriculum areas. The Deputy Head of Department will be responsible for all operational matters in the linked areas of curriculum that are assigned to them.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- **Key Responsibilities Deputy Head of Department**
- Support the Head of Department in planning, innovation, design, and development of curriculum programs.
- Support marketing activities to promote the curriculum.
- **Ensure Curriculum Quality:**
- Align curriculum offerings with the needs of learners, businesses, and the community.
- Maintain high-quality learner experiences through leadership and engagement.
- **Operational Oversight:**
- Manage student enrolment, retention, and achievement targets.
- Oversee teaching quality, appraisals, staff development, and satisfaction targets.
- Ensure compliance with equality, diversity, and internal/external quality standards.
- **Administration and Compliance:**
- Maintain accurate records, registers, timetables, and management information.
- Liaise with awarding and validating bodies to meet compliance standards.
- Administer assessments, internal/external verification, and curriculum quality.
- **Leadership and Best Practices:**
- Inspire and lead staff and students.
- Promote excellent teaching and effective learning.
- Share and disseminate good practices across the College.
- **Student Experience:**
- Oversee guidance, admission, and progression of students.
- Address issues related to student performance, conduct, and discipline.
- **Other Duties:**

- Teach up to 432 hours
 - Attend all relevant EHCP annual reviews
 - Undertake additional responsibilities as required, aligning with the post's level of authority.
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in a relevant subject area;
- Previous Programme Leader experience
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards);
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Recent relevant experience of teaching to a high standard in the FE sector
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Interest and understanding of current educational initiatives;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to motivate staff and work effectively as a team member;
- Ability to achieve consistently high standards under pressure;
- Willingness and ability to liaise effectively with external bodies and agencies;
- Willing to undertake professional development linked to the needs of the College;
- Computer literate;
- Experience of IQA and EQA;
- Assessor Award;
- IQA Award;
- Driving Licence and access to an appropriately insured vehicle;

DESIRABLE REQUIREMENTS

- Experience of delivering courses in teaching support in schools;
- Ability to apply ILT techniques within teaching;
- Knowledge of current initiatives in FE/HE spheres;
- Sound knowledge of quality issues in FE;
- Experience of IV;
- Assessor Awards;