



Unlocking potential, changing lives

Job Title	Deputy Head of Department of Caring Professions (Access to HE, Science, Early Years & Health & Social Care)
Location	Skipton, multi site
Rate of pay	Management Spine
Post No	A725

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, supporting the Head of Department in planning, innovation, design, and development of curriculum programs.

KEY 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.

General

- Support the Head of Department in planning, innovation, design, and development of curriculum programmes.
- Support marketing activities and events to promote our curriculums.

Ensure Curriculum Quality

- Align curriculum offerings with the needs of learners, businesses, and the community. Promote strong employer engagement to contribute to sector relevant curriculum design and enhance skills
- Maintain high-quality learner experiences through leadership, enrichment and engagement.
- Support teams in driving quality to achieve departmental KPI's in; recruitment, retention, achievement and in line with our ambition strategy.

Operational Oversight

- Manage student enrolment, registrations, retention, and achievement targets
- Oversee teaching quality, appraisals, staff development, and satisfaction targets
- Ensure compliance with equality, diversity, and internal/external quality standards





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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
- Comply with college Financial regulations whilst undertaking budget responsibilities.

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
- Lead on Enrichment and positive student experience.
- 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.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

CONDITIONS

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post



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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/ Team management 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;
- Leads with positive approach under pressure
- Ability to follow instructions efficiently, and builds positive, cooperative relationship with managers.
- 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;
- Digitally literate;
- Experience of IQA and EQA;
- Driving Licence and access to an appropriately insured vehicle;

Desirable Requirements

- Line management experience
- Ability to effectively use digital tools and platforms to support innovative and inclusive teaching approach
- Knowledge of current initiatives in FE/HE spheres;
- Sound knowledge of quality issues in FE;
- Experience of IV;
- Assessor Awards; IQA





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

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

