

## ROLE DESCRIPTION

### 1. JOB TITLE: Deputy Head of School

### 2. CONTEXT

The West Herts College Group provides a broad range of vocational courses and qualifications from pre-entry to level 7.

Courses and qualifications are organised into Schools and managed by a Head of School.

Post-holders will have full remission. Where the role is split across curriculum areas, Heads of School will work collaboratively to ensure the duties and workload reflects the needs of their School and is determined by the Vice Principal.

### 3. MANAGEMENT ACCOUNTABILITY

**Responsible to:** Head of School

### 4. MAIN PURPOSE OF JOB

To assist with:

- Curriculum development, planning and delivery
- Monitoring of quality improvement action plan
- The management of student performance and behaviour
- The management and performance of employees
- Implementation of the College's strategic priorities
- Ongoing dialogue with external stakeholders that support curriculum development and opportunities and outcomes for students

### 5. DUTIES AND RESPONSIBILITIES

- To assist the Head of School with curriculum development and planning to meet the needs of local people, employers and the local community in line with national, regional and local priorities.
- To support the development of innovative approaches to teaching, learning and assessment. Ensure effective engagement and communication with a range of internal and external stakeholders including parents/carers, employers and external agencies.
- Ensure that students can reach their full potential by proactively engaging with their whole study programme including, Bravura, English and maths advice and any other opportunities that are available
- To assist with the management of staff within the area including meeting with staff, undertaking regular learning walks, identifying and planning staff

- development needs and ensuring effective performance management.
- To assist the Head of School in leading, managing, motivating and developing a team of staff through excellent people management practices to achieve college objectives
  - To develop and implement procedures that ensure consistency in tracking and monitoring student progress and achievement.
  - To lead / support colleagues during 'managing student performance and behaviour' meetings.
  - To assist the Head of School to ensure key business targets and quality indicators are achieved.
  - To assist the Head of School with the course timetabling.
  - To assist with the recruitment, induction, development, and support of new employees, including colleagues employed on an hourly paid basis.
  - To work with the Marketing team to develop publicity materials and marketing strategies to attract learners from all sections of the community.
  - To assist the Head of School with the management of budgets and resources and provide accurate and appropriate information to support funding claims and bids.
  - To deputise for the Head of School when necessary and on an agreed basis.

## 6. GENERAL AND COLLEGE RESPONSIBILITIES

- To represent the College in line with the College's corporate expectations.
- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
- Demonstrate commitment and enthusiasm to equality, diversity and inclusion in all activities undertaken.
- Demonstrate commitment, enthusiasm and compliance to all Safeguarding requirements as outlined in the Safeguarding Policy.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time.

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.**