

**DEPUTY DIRECTOR, CAVAN INSTITUTE
(CATEGORY XVII DEPUTY DIRECTORS' ALLOWANCE)**

JOB DESCRIPTION

POST SUMMARY

The overall responsibility of the Deputy Director is to assist the Director in the management of the College.

Besides the discharge of specific administrative and management duties, the Deputy Director also exercises a leadership and motivational role in the direction of the College enterprise. Together the Director and Deputy Director form the senior management team of the College, he/she must work in tandem to fulfil the aims and objectives of the College. That teamwork is also broadened to include the post holders to form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the College.

The Deputy Director is required to deputise for the Director in his/her absence in all matters organisational/administrative and in relation to discipline within the College.

The Deputy Director must be willing to work in conjunction with/under the direction of the Director.

The Deputy Director shall teach a maximum of 13 hours per week. This may vary in accordance with the relevant DES Circular Letter.

Notwithstanding the maximum number of teaching hours, the Deputy Director will normally be required to be in attendance in the College throughout the College day.

The Deputy Director will also be required by the Board of Management to be present in the College for other periods outside the normal opening hours and days of the College such as may be necessary from time to time. The Deputy Director must be at the College at 8.15am and 5pm to support the day-to-day operational needs of the College.

REPORTING/ACCOUNTABILITY RELATIONSHIP

The Deputy Director shall report to the Director/Chief Executive ETB/and/Board of Management

KEY AREAS OF RESPONSIBILITY

The Deputy Director, in collaboration with the Director, shall have responsibility for the following key areas:

LEADING, LEARNING AND TEACHING

- Assist the Director in developing a college environment which is supportive of learning and high achievement among the learners.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all learners in the College and timetabling to support them.
- Promote effective teaching and learning practices across the college including working with wider CMETB FET services / centres and external bodies, e.g. Higher Education Institutions, SOLAS to develop and implement progression pathways into and beyond Cavan Institute.
- Assist in the development of the College curriculum, assessment policies and learner surveys in accordance with CMETB Quality Assurance.

- Develop and implement systems for recording individual learners' progress and ensure that learners are informed regularly of the progress.
- Assist the Director in supporting the monitoring and evaluation of strategic operational planning particularly in the areas of TEL across the College and contribute to college self-evaluation and the development of improvement plans.

LEADING COLLEGE DEVELOPMENT

- Assist the Director to continuously develop and prioritise, in conjunction with staff, a timetable, a curriculum, instructional methodologies and college plans that best meet the needs of the entire learner population and in accordance with Department of Education / Department of Further and Higher Education, Research Innovation and Science (DFHERIS) and the relevant sector regulations and guidelines.
- Assist the Director in developing the educational aims and objectives of the College and devising strategies to achieve them in accordance with continued expansion of further education and training (FET) provision while ensuring all Quality Assurance, Compliance and Audit requirements are met.
- Assist the Director in co-ordinating the strategic and operational planning for the College and policies for approval by the Board of Management.
- Support the work of the Director and the wider CMETB FET Services to progress the FET College of Future model along with other relevant stakeholders such as SOLAS, DFHERIS, CMETB Services to oversee the planned new building project.

DEVELOPING LEADERSHIP CAPACITY

- Develop a good working relationship with the Director, teaching staff and ancillary staff.
- Treat all staff with respect and develop positive relationships.
- Assist the Director in promoting ongoing staff development and in-service and in the identification of the staffing needs of the College in conjunction with the CMETB PL&D– i.e. teaching and support staff.
- Co-ordinate Staff Development and organise Staff Days.
- Assist the Director in advising the Board of Management as to a probationary teacher's suitability for continued employment in the College.

COMMUNICATION

- Develop effective communication systems with learners, staff, parents, and the wider community.
- Actively engage in and contribute to external working groups
- Work to develop, enhance and integrate Management and Information Systems (MIS)
- Maintain effective relationships with the stakeholders involved (ETB, CMETB, DFHERIS, SOLAS, CE, BOM, staff, learners, parents, Student Council and the wider College community).
- Communicate with learners, staff and parents in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all College policies with an understanding of their rationale.
- Liaising with the College union representatives on matters relating to the College.

MANAGING THE ORGANISATION

- Assist the Director in the day-to-day management of the College, including the planning and overseeing of the daily time tabling of classes.
- Schedule and maintain all full-time courses on the PLSS National Course Calendar including maintaining programme resources for staff and external examiners including the management process for student deadline extension requests.
- Assist the Director in matters of student discipline, in the promotion of good order and general supervision between classes.

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- Set an organisational timetable /calendar for the College regarding administrative matters such as Department /Solas / ETB returns.
- Set an organisational timetable /calendar for the College regarding Health and safety drills, actions, checks and safety statement reviews.
- Assist the Director in the control, management and best use College/public funds and ensure all financial records are up to date and maintained according to good governance, regulations and guidelines.
- Be responsible for the roster of absent teachers and the implementation of and monitoring of the Supervision and Substitution Scheme.
- Assist the Director in establishing effective data management systems such as learner records, teacher records, attendance, purchasing procedures, and timetables.
- Assist the Director in ensuring the facilities and assets of the College are maintained and managed to the highest standards putting in place a calendar of maintenance to be conducted during the year and to ensure it is complied with.
- Assist the Director with morning supervision prior to College opening.
- Prepare a summary of results of the key data sets, learner results, recruitment and retention using MIS for operational planning and the Board of Management.
- Coordinate the work of open days and nights and award nights.
- Assist in ensuring the security of the College building and safe keeping of property.
- Conduct the ordinary activities of correspondence, making reports and returns of information as required by the Department of Further and Higher Education, Research Innovation and Science (DFHERIS), Solas, QQI, ETBI and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Comply with the lawful orders of the ETB/CE/BOM and with the rules and requirements of DFHERIS/SOLAS/Quality Assurance.

SELF-AWARENESS AND SELF-MANAGEMENT

- Appreciate the importance of the Director/Deputy Director relationship, the relationship with other members of the College community and the importance and overall impact of effective working relationships.
- Set a good standard of professional interactions and ensure professional relationship boundaries are in place.
- Be aware of his/her skill set and be willing to seek help and advice when required.
- Uphold professional integrity at all times, e.g., discretion, confidentiality, loyalty and trust.

NOTE: In accordance with the DES Circulars, CMETB, DFHERIS, SOLAS and QQI requirements, the Deputy Director shall enter into an agreement with the Director to undertake certain administrative duties from time to time, commensurate with the responsibilities of the position.

SHORTLISTING: The number of applications received for a position may exceed that required to fill existing vacancy. If numbers applying for the position are such that it would not be practical to interview everyone, CMETB may decide to employ a shortlisting process to select a group for interview who, based on an examination of the information provided in their application form, appear to be the most suitable for the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.