

THE COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Programme Manager Construction Apprenticships
LOCATION:	Tottenham/Enfield Centre
REPORTING TO:	Head of School for Construction
GRADE:	Leadership and management 46-47
SALARY:	£50,520 - £52,026

Role

To assist the Head of School for Construction in ensuring the effective operational delivery of our apprenticeship provision, current curriculum and the strategic development of future provision.

Main duties and responsibilities

Teaching

1. To teach up to 360 hours in each academic year, depending on the area of curriculum management responsibility assigned within the School.

Management of Curriculum and Quality

2. Monitor, review and evaluate all aspects of the students' experience within the curriculum area and draw up strategies for improvement in line with cross-College quality standards.
3. Take responsibility for the management and support of staff carrying out on site assessment and teaching within the designated area to ensure that effective strategies are being employed to ensure high quality teaching and learning across all subjects and improved achievement including timely achievement.
4. Contribute to raising the standards of teaching within the College by providing a framework for the support and supervision of teaching staff that places high expectations on staff and encourages continuous development within the context

of College schemes including those relating to self-assessment, appraisal and lesson observation.

5. Promote a self-critical culture of team working, collaboration and collective responsibility, focused on improving teaching, learning and assessment within specially our Apprenticeship provision.
6. Ensure that the College's Safeguarding Policy is fully implemented and supported within the programme area for which the post is responsible.
7. To be responsible for implementing the College's Disciplinary procedures

Management of Budgets (including salary) and Resources

8. Ensure that available resources are managed effectively to support the achievement of the area and College objectives and to enable the early identification of variations against planned activity and provision so that the College is able to meet its commitments to external funding bodies and other stakeholders.
9. Ensure that the staffing budget is managed effectively in line with the area priorities and in a manner which ensures the effective utilisation of permanent curriculum staff so that they are able to fulfil their contracted hours.
10. Ensure that the operational functions of the area effectively support its work and that systems are utilised effectively and in a timely manner to control the ordering and utilisation of goods and the deployment of staff.

Management and Monitoring of Information, Communications and Relationships

11. Through liaison with the relevant support areas, ensure that information about the performance of the area and its learners is accurate and used to inform decision-making and judgements, as appropriate.
12. Work with the Quality team and Head of School to lead rigorous Self-Assessment within the area and bring about its continuous improvement, with focus on achievement rates as well as stakeholder satisfaction with the College.
13. Ensure there is positive engagement with relevant support areas and external stakeholders that reflects an understanding of the needs of the learners and skills development in respective industries and employment sectors, and that fully exploits existing industry, community and other links.

Leadership and Management of People and Teams

14. Line manage the Curriculum Managers in the designated area and provide positive leadership in supporting the Head of School and in demonstrating the vision for Skills for Construction and the Apprenticeship provision across the College.

15. Where necessary, be proactive in addressing issues of underperformance – whether at team or individual level – making use of the College’s procedures and in collaboration with the appropriate support teams, including HR and Quality.
16. To establish and maintain productive relationships with relevant internal and external stakeholders. To attend and represent the College at external meetings when required.

The post holder will also be expected to:

1. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
2. Abide by the College’s data protection policy.
3. Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
4. Implement Health and Safety and security measures in accordance with statutory and College requirements.
5. Carry out work in a manner and framework that is consistent with the College’s requirement to safeguard children and vulnerable people.
6. To operate at all times in line with the College’s values and behaviours
7. To undertake any other duties consistent with the key responsibilities and/or duties of the post.
8. Act as a Duty Manager at designated times.

Person Specification: Programme Manager Skills for Life and Teacher Education

Area to be assessed	Essential	Desirable	How this will be assessed*
<i>Qualifications</i>	<ol style="list-style-type: none"> 1. An Honours Degree in a related subject. 2. A recognised teaching qualification. 	<ul style="list-style-type: none"> • Post-graduate qualification in a subject related to the management of education or learning. 	<p>AF AF</p>
<i>Professional development</i>	<ol style="list-style-type: none"> 3. Experience of ongoing professional updating and development in relevant fields including e-learning. 		AF/ I
<i>Knowledge</i>	<ol style="list-style-type: none"> 4. An understanding of the communities served and their educational needs, including the needs of people from disadvantaged groups. 5. An understanding of and commitment to, the strategic aims of the College and the contribution that can be made by the area. 6. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with key stakeholders. 7. An awareness of safeguarding and how it relates to the work of this post in a Further Education College. 8. An awareness of how employability skills can be embedded into the subject areas. 9. An understanding of progression routes for learners including Apprenticeships. 	<ul style="list-style-type: none"> • An understanding of the national priorities for Further Education and Higher Education (where relevant) 	<p>AF/ I I/ T AF/ I AF/ I AF/ I AF/ I</p>
<i>Experience</i>	<ol style="list-style-type: none"> 10. Experience of managing the quality of a curriculum area, including implementing plans and targets for improvement. 11. Experience of managing activities relevant to teaching and learning in an FE context including the use of e-learning. 12. Significant experience of leading, managing and motivating teaching staff in line with the strategic aims of an organisation. 13. Experience of teaching within Skills for Life or Teacher Education with the ability to employ a range of teaching strategies including e-Learning that stretch and challenge learners 	<ul style="list-style-type: none"> • Experience of successfully supporting students' progress through tutoring. 	<p>AF/ I/ T AF/ I AF/ I/ T AF/ I</p>
<i>Skills and Qualities</i>	<ol style="list-style-type: none"> 14. Good interpersonal skills and written and oral communication skills. 15. Good organisational skills and high attention to detail. 16. Excellent administrative and IT skills, including knowledge of Microsoft Office and use of performance data. 17. A flexible approach to work in order to plan and monitor one's own workload to ensure that deadlines are met. 18. The ability to work effectively as a member of the management team. 19. The ability to maintain records and produce relevant documentation as required. 	<ul style="list-style-type: none"> • Ability to use elearning systems such as Pro-Monitor, Moodle, Google Classroom etc 	<p>AF/ I/ T AF/ I/ T AF/ T AF/ I/ T AF/ I/ T AF/ I/ T</p>

*AF (Application form), I (Interview), T (Task).