R&S 3

Colchester Institute Job Description	

Job Title:	**Assistant Area Head in Computing**
Regulated Activity:	**Yes**
Responsible To:	**Head of Business, Accounting & Computing**
Line Management of other staff:	**Yes**
Location:	**Colchester**
Salary:	**Range M38-M39**

Purpose Statement:
To deputise for the Head of Area as required. To assist the Area Head in the operational management and quality assurance of programmes within the area and to ensure and to promote the quality of teaching and learning on all programmes. To act in a line management capacity for some staff within the area. This role will include a reduced teaching load in order to carry out the management duties and this reduction is reviewed annually.

Main Duties & Responsibilities:	
1	To undertake a teaching role within the area.
2	To assist with operational responsibility for all courses within the area, which could include Further Education Programmes of Study at both campuses
3	To assist with managing staff and resources to ensure excellence in teaching, learning and assessment to ensure students make excellent progress and achieve positive destinations.
4	To take a lead role in promoting the excellence of teaching and learning in the area, including supporting colleagues and disseminating best practice in the area and promoting it across the College including as part of cross College teaching and learning development groups.
5	To deputise for the Head of Area when required.
6	To provide a lead on the quality of teaching, learning and assessment in the area, ensuring the best practice is developed and consistently applied, undertaking and delivering continuing professional development sessions to teaching staff where required. This will include Lead IV responsibilities.
7	To be a member of the cross-college teaching and learning development group, promoting and sharing best practice.
8	To assist with preparing staff timetables to ensure effective staff utilisation within the team.
9	To liaise with timetabling to ensure issues with registers and rooming are resolved.
10	To ensure adequate cover for staff sickness and monitor cover arrangements.
11	To provide effective line management for directly reporting staff (and counter signatory staff where appropriate) in the areas of communication, engagement, and resource and performance management – this will include direct actions on and

	management of staff welfare and wellbeing, discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required – taking relevant and appropriate advice and seeking developmental support as necessary to carry out these activities.
12	To assist with the monitoring of student behaviour, disciplinaries and pastoral support.
13	To assist with managing the physical and material resources necessary to support curriculum delivery.
14	To liaise with the Head of Area to ensure the effective deployment of staff and non-staff resources.
15	To assist the Head of Area with other duties such as: • Promotion and marketing of programmes • Curriculum quality including management of student recruitment and improving retention and achievement. • Providing support for the development of excellent practice in teaching staff as appropriate. • Researching and advising on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above for the Area or the College. • Ensuring continuous improvement of curriculum offer and the implementation of new courses including full cost, and other new income streams. • Contributing to specialist project teams as necessary within the area and across the College and to disseminate information from such work.
16	To provide effective line management for directly reporting staff in the following areas: • Communication - management of staff welfare and wellbeing. • Engagement and resource - inspire and motivate staff including undertaking recruitment, lesson observations, performance reviews and setting targets and taking action as required. • Employee Relations matters – Inform line manager of any concerns with staff discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required. • Financial Resilience - effective budget management in line with company policy.
17	To develop and update personal professional expertise in the relevant areas.
18	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
19	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

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Colchester Institute Person Specification

Position: Assistant Area Head in Computing

	Essential	Desirable	How is this assessed?
Qualifications			
Education to Degree or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 5 or above Teaching Qualification	✓		A
An undergraduate degree or postgraduate qualification.		✓	A
Experience			
Significant knowledge and experience of current practices and innovations in the Area of Computing, including direct course leadership.	✓		A / I
Current significant BTEC unit delivery to level 3 in a range of Computing units to a good to outstanding level.	✓		A / I
Evidence of the effective management or co-ordination of a team of staff, demonstrating improvements in quality and success indicators to achieve excellence.	✓		A / I / P
Evidence of leading and supporting staff in the development of excellence in teaching, learning and assessment embracing innovative practice and leading to demonstrable positive impact.	✓		A / I / P
Experience of learner responsive curriculum development.		✓	A / I
Evidence of effective and efficient management or co-ordination and deployment	✓		A / I / P

of staff and non-staff resources in the support of a high-quality student experience.			
Experience of proactive curriculum development, promotion and marketing which ensures continuous improvement of the curriculum offer and associated areas – e.g. apprenticeships, full cost and other new income streams to meet the needs of employers.	✓		A / I
Experience of modern technologies including Google Classroom / Moodle / Virtual Learning Environments.	✓		A / I
Experience of developing effective pastoral care and learner support systems within study programmes.	✓		A / I
Experience of managing challenging learners effectively.	✓		A / I
Knowledge and Skills			
Proven effectiveness in the leadership or co-ordination of a team of staff.	✓		A / I
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives.	✓		A / I
The ability to work effectively with colleagues within the Area and across college.	✓		A / I
Good general IT skills.	✓		A / I
Adapts to meet changing requirements of the job and the college.	✓		A / I
Works flexibly and puts in the hours needed to meet the job and College requirements.	✓		A / I
Works to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		A / I

Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		A / I
Personal Attributes			
Ability to travel between campuses.	✓		I
A strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test