

CINO108553 Head of Area: Early Years

Hours:	37 hours per week, 52 weeks per year
Salary:	£38,477 - £42,036 Per annum
Duration:	Permanent
Location:	Colchester

Are you ready for your next career move in a dynamic and rewarding environment?

Colchester Institute's mission is to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include being student-focused with students at the heart of our decisions and priorities and being an employer that recognises values and develops our staff.

We are currently looking for a Head of Area: Early Years to manage and develop a vibrant and successful curriculum team and take a leading role in achieving targets and developing an engaging curriculum, for 16- 18 year old learners, 19+ learners, and apprentices.

Our Childcare and Early Years courses are delivered by tutors with a wealth of experience in the childcare sector in a subject area that has seen significant growth in student numbers in recent years.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

Closing date: 17th May 2021

To apply please complete our Application form on our [website](#).

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Head of Area: Early Years
Regulated Activity:	Yes
Responsible To:	Vice Principal: Curriculum Delivery and Performance
Line Management of other staff:	Yes
Location:	Colchester
Salary:	Range M39-42

Purpose Statement:

To develop new innovative courses across the full range of levels and funding streams while ensuring the college is ready to offer the best possible service to employers and to its learners.

To take responsibility, as a key curriculum manager, for the operational management and quality assurance of all programmes within the area, including classroom based, full cost and apprenticeship as required, and to act in a line management capacity for staff within the area.

To manage staff and resources to ensure excellence in teaching, learning, assessment, and the meeting of key college targets to form part of the College's Further Education managers team, working flexibly with other team members, to undertake appropriate management roles to increase the effectiveness and sustainability of the area.

Main Duties & Responsibilities:

1	To manage an Assistant Area Head where appropriate, and/or a team of teaching/assessing/support staff, to include recruitment of new staff, undertaking 'Performance Development Reviews', objective setting, performance monitoring and staff development to achieve ambitious targets.
2	To lead on excellence and innovation in teaching, learning and assessment within the area, establishing high standards for students, including for progress and destinations, and leading on student discipline within the area, including authorising student withdrawals, whether through discipline or other routes.
3	To lead on the development of an innovative and up to date curriculum that is flexible and responsive to the needs of both local employers, Higher Education Institutions and to our students' own progression ambitions.
4	To lead on quality assurance of Further Education, Apprenticeship and full cost programmes, as required, within the area including self-assessment reports.
5	To lead on the coordination, planning and development of apprenticeships, and Higher Apprenticeships, in the Area, working with the Director of Apprenticeships and others, as appropriate. To ensure that employer demand is met, and that the quality of provision is high.

6	To monitor and control staffing and non-staffing budgets to ensure that budgets are set and met to maximise cost efficiency, course contribution, and the sustainability of delivery.
7	To prepare timetables to ensure effective staff utilisation within the team and that students meet or exceed their planned learning hours.
8	To manage the staffing, physical and material resources necessary to support curriculum delivery.
9	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.
10	To liaise with other Heads of Area to ensure the effective deployment of staff and non-staff resources.
11	To ensure the effective promotion and marketing of programmes through effective liaison with the Marketing team.
12	To ensure appropriate staff cover during absences.
13	For Further Education programmes, Full Cost courses, and Apprenticeships, to take responsibility for curriculum quality to include management of student recruitment, improving retention, achievement and high grades in line with college targets.
14	To observe lessons and undertake learning walks to provide support for the development of excellent practice in teaching and assessing staff as appropriate.
15	To research and advise on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above.
16	To lead on curriculum development to ensure continuous improvement of the curriculum offer and on the implementation of new courses, including full cost and apprenticeships, where relevant, and other new income streams to meet the needs of employers and the sector.
17	To develop an effective partnership with CIBS (Colchester Institute Business Solutions) team, including: to ensure the provision of technical specialist delivery knowledge to employers and learners and to CIBS; when required, and in partnership with CIBS, to identify training and development needs, ensuring that CIBS Account Managers are kept fully briefed.
18	To lead and contribute to specialist project teams, as necessary, across the college and to disseminate information from such work.

19	To attend where required College Management & Leadership Group meetings and any other management, committee or working group meetings as may be required.
20	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
21	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

Colchester Institute Person Specification

Position: Head of Area: Early Years

	Essential	Desirable	How is this assessed?
Qualifications			
Minimum of a 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
Teaching Qualification – minimum of level 4 such as Certificate in Education or equivalent	✓		A
I.Q.A awards or equivalent		✓	A
Graduate/postgraduate qualification		✓	A
A professional qualification in a relevant subject or equivalent such as BA Educations Psychology, BA Early Years, BA Primary Education, EYPS etc		✓	A / I
Experience			
Significant knowledge and experience of current practices and innovations in the sector and in further education	✓		A / I / P
Evidence of the effective management of a team of staff, demonstrating improvements in quality and success indicators to achieve excellence	✓		A / I
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
Evidence of relevant Continual Professional Development (CPD)	✓		A / I

Evidence of effective and efficient management and deployment of staff and non-staff resources in the support of a high-quality student experience	✓		A / I
Experience of proactive curriculum development, promotion and marketing, which ensures continuous improvement of the curriculum offer and the development of new areas such as apprenticeships, full cost and other new income streams to meet the needs of employers.	✓		A / I
Experience of Apprenticeship provision		✓	A / I
Experience of digital and virtual learning environments		✓	A / I
Knowledge and Skills			
Ability to liaise effectively with internal and external stakeholders, including employers.	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		I
Proven effectiveness in the leadership and management of staff, including change management, both individually and in teams	✓		I
Ability to analyse strategically, make decisions and plan cost effective curriculum solutions to generate new initiatives.	✓		I
Ability to lead excellence in teaching and learning.	✓		I
Excellent administration, IT and organisational skills	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I

Ability to work to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		I
Personal Attributes			
Ability to manage special projects	✓		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