

Colchester Institute Person Specification

Position: Head of Area Engineering, Manufacturing and Construction

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in relevant subject area	✓		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 4 Teaching Qualification or above	✓		A
Evidence of CPD	✓		A / I
Assessor/Verifier Awards		✓	A
Graduate/Post Graduate Qualification		✓	A
Experience			
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.	✓		I
Evidence of effective and efficient management and deployment of staff and non-staff resources in the support of a high-quality student experience.	✓		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.	✓		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.	✓		I
Proven effectiveness in the leadership and management of staff including change management, both individually and in teams.	✓		I
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives.	✓		I
The ability to lead excellence in Teaching and Learning.	✓		I
Good IT skills.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Ability to work flexibility to meet the job and College requirements.	✓		I
Ability to work to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		I
Ability to meet targets/objectives and timescales.	✓		I
Ability to manage special projects.	✓		I
Personal Attributes			
A willingness to travel to other sites if required.	✓		I
Understands the importance of 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