



PEMBROKESHIRE
COLLEGE
RECRUITMENT
PACK
MAY 2022



COLEG Sir Benfro
Pembrokeshire COLLEGE

CURRICULUM AREA MANAGER ENGINEERING (ELECTRONICS, MOTOR VEHICLE AND COMPUTING)

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Introduction to Pembrokeshire College

Pembrokeshire College is situated in the south west peninsula of Wales, in the UK's only coastal national park. A long tradition of providing vocational and academic education has been developed such that the College now provides apprenticeship provision throughout south Wales and has positioned itself to grow further, whilst maintaining its excellent quality profile.

The College's Mission is to inspire excellence, empower individuals and develop the future workforce. Its seven strategic goals to 2024, are to:

- Develop highly skilled, creative and confident individuals
- Deliver excellent inspiring and relevant learning and teaching enabling progression to employment or higher levels of learning
- Be a College that values and invests in all its staff
- Be a valued partner of the South West region, supporting the economy by investing in skills and communities
- Deliver first class governance and management
- Provide a safe, healthy and sustainable environment
- Deliver long term financial stability

Pembrokeshire College has over 13,000 learners and delivers further education, higher education, work-based learning and other training provision, including welfare to work and commercial training. Its most recent Estyn inspections were in June 2015 for work-based learning and January 2017 for further education. Both considered the College to be 'good', with 'excellent'

prospects for improvement, and the grade profile consisted solely of good and excellent judgments. Excellent relationships exist with employers, who help to shape the curriculum at both local, regional and national levels.

Recent developments have included CAMPUS6 – which opened in September 2017. CAMPUS6 is the largest provider of A-levels in the county and provides a collaborative arrangement for learners from school sixth forms to access A-levels, encouraging partnership arrangements with local schools.

The College was awarded a £7.4million capital development funding envelope from Welsh Government's 21st Century Band B fund and over the summer of 2021, this envelope was increased to £8.8 million for the completion of Band B plans for the main campus and also to support plans for a new build for Independent Living Skills students at the Pembrokeshire Agricultural Showground. Work has started on a new engineering block which will open September 2022. The courtyard area redevelopment has been completed and has created significantly more social space and study areas for learners along with a Learner Hwb,.

Since 2011, the College has led a work-based learning consortium – "B-wbl", delivering different levels of apprenticeship training and training for employment. The composition of the Consortium has expanded over the years and the contract value has increased such that the College is now the second largest provider of work-based learning in Wales.



Our Commitments

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment. We are committed to being carbon Net Zero by 2030.

Through its partnership arrangement with the University of Wales Trinity St David the College delivers Higher Education. Learners study a wide range of qualifications from HNC, HND, Foundation Degree and Honours Degrees.

The College has started to provide innovative commercial work, including significant growth in e-learning. This diversification remains true to the College's core business and has the opportunity to be developed further. The College's commercial services are rooted in local employer and community development, and again are positioned for further development.

The Corporation Board is strong and supportive, providing both encouragement and challenge. An Advisory Board also acts in both an ambassadorial role and in helping to shape the College's direction.

Our core beliefs

A team of 500 staff lead the College's success. The culture of aspiration "Think more. Learn more. Be more" is underpinned by core beliefs, namely that the College Community:

- Is fair, inclusive and has a people focus, respecting and valuing each other
- Supports and nurtures holistic development, in order to create and then preserve a positive culture and safe sustainable environment
- Provides choice, taking responsibility and accountability for personal actions and collective performance
- Is committed to learning, developing and improving skills to realise and fulfil potential and an ambition to succeed
- Is innovatively aspirational, embracing change by working together
- Aspires to achieve excellence, celebrating the impact success can have on life, encouraging all to be the best they can be



Staff Benefits

Pembrokeshire College has an excellent and committed team of staff who receive a package of benefits including:

Staff Entitlements

- Attractive holiday allowance
 - Lecturers - 46 days
 - Managers - 37 days
 - All other staff - 28 days (32 after 5 years)
- Auto enrolment into LGPS & Teachers Pension Scheme
- Enhanced corporate sickness, adoption, maternity & paternity pay
- Payment of the 'Real' Living wage
- Flexible working

Staff Benefits

- Secure employment within a large, well- established community College
- 75% discount on part-time courses
- 30% discount in our Hair & Beauty Salons
- On site day nursery facility
- Recognised trade union membership
- Internal staff association scheme
- Women's Institute
- Gym membership & fitness classes
- CSSC Membership only £4.50 per month
- On campus cafeteria, shop & Starbucks, training restaurant and coffee shop

Health & Wellbeing

- Dedicated Health & Wellbeing Team for staff & learners
- Mental Health First Aid - training & support
- Hafal trained peer support
- On-site & telephone counselling support
- Occupational Health Services
- CPD programme
- Cycle to work scheme
- Support Groups - Menopause, Carers
- Flexible working

How to Apply

If you wish to apply for this position, then please:

Complete the application form which can be found at www.pembrokeshire.ac.uk/jobs and email to: hr@pembrokeshire.ac.uk with the subject heading of "CAM - Engineering". Your application will be acknowledged within 72 hours.

It is important that you give evidence of your experience and knowledge, showing how this matches the criteria set out in the person specification. Your personal statement, which is contained in the application form, should not exceed one A4 page using a minimum font size of 11.

Please provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up references for candidates who have been shortlisted¹, unless you tell us otherwise.

Schedule:

Closing Date for Applications	Midnight, Sunday 29th May 2022
Interview Date	Monday 13 June 2022

¹ Please note that following confirmation, shortlisted candidates will be asked to complete an on-line psychometric assessment, details of which will be provided at the time



Summary of Terms and Conditions of Employment

Salary: The management salary scale for the post is £42,653 - £49,624. Any offer above the starting point would be based on directly relevant experience or significant market forces.

Annual Leave: The annual leave entitlement is 37 days per annum, plus the eight recognised public holidays.

Pension Scheme: The holder of this post will have access to the Local Government Pension Scheme.

Time commitment: Given the nature of this post, there is an expectation that additional hours will need to be worked, outside of standard hours, to meet the needs of the College.

Length of contract: This role is offered on a permanent contract, subject to the satisfactory completion of a six-month probationary period.

Checks: All appointments are subject to satisfactory employment references, a successful Disclosure and Barring Service (DBS) check and registration with the Education Workforce Council.

Location: The Curriculum Area Manager (Engineering) will be expected to work centrally from the main campus in Haverfordwest. The Curriculum Area Manager (Engineering) will be expected to reside within travelling distance to the main Campus.

Relocation: The College offers up to £2,000 to support with relocation expenses.

General Responsibilities:

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

Please note: this Briefing does not form part of an offer of employment nor elements of a contract of employment. Its purpose is to provide information for candidates.

Job Description

Job Title: Curriculum Area Manager (Engineering)

Salary: MS1 – MS6

Reports to: Head of Faculty

Job Purpose

To take responsibility for curriculum management, quality assurance, planning and development, and employer liaison within a curriculum area. To take responsibility for commercial targets within the curriculum area and to develop innovative and creative means of increasing commercial income. Where appropriate to integrate WBL into the FE/HE curriculum. To manage staff performance and their CPD to ensure learners are placed at the core of the curriculum area and receive the highest standards of learning and teaching.

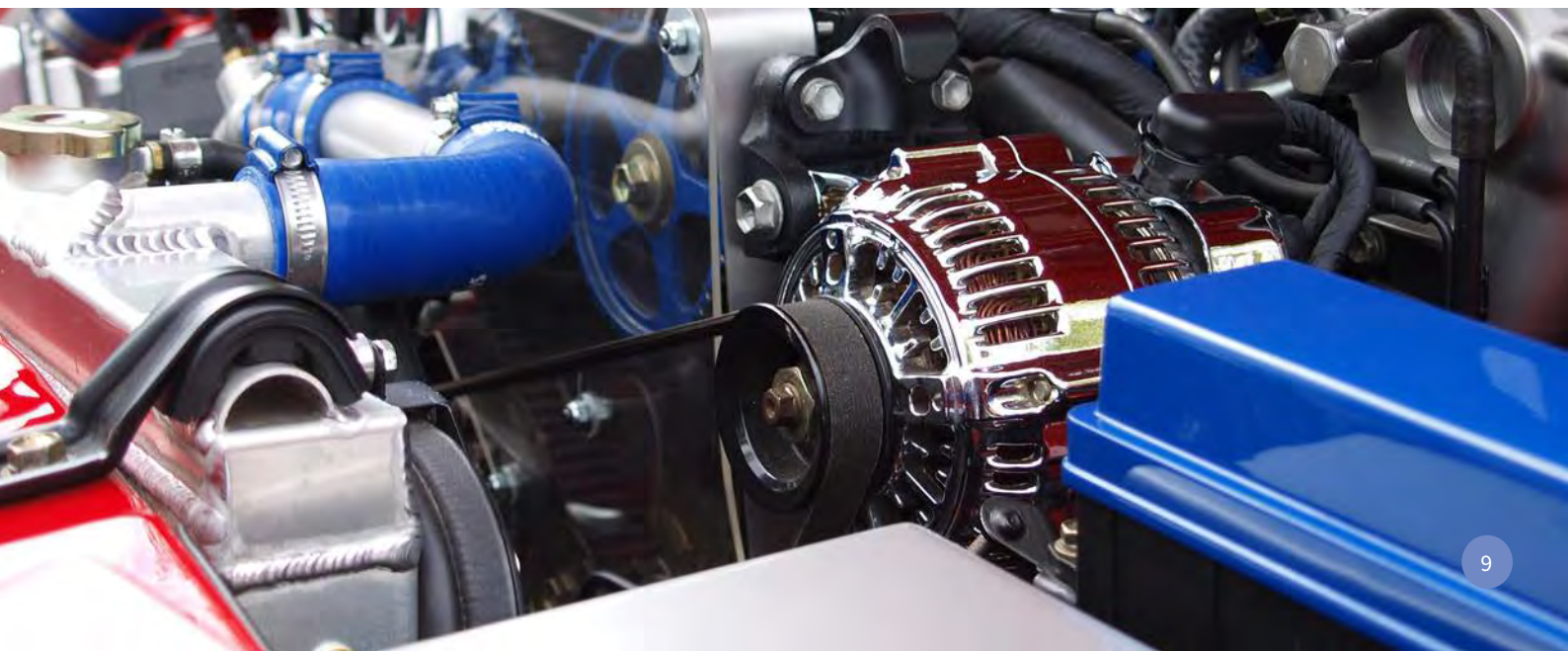
Key Responsibilities

- To lead and co-ordinate defined curriculum area/s within the Faculty, and be the first point of contact for day-to-day operations.
- To engage with the local business community in order to ensure the curriculum offered meets national and regional needs, and seek to expand WBL opportunities within the Faculty
- To provide leadership for curriculum development, advising the Head of Faculty on the setting and achieving of annual FE/WBL/HE targets, and the validation of any new or revised FE/WBL/HE/short Course programmes and targeting commercial income as set at annual planning.
- To lead, motivate and inspire staff and provide direct line management of staff teams (and Section Leads where appropriate) within the curriculum area/s including the leadership and management of staff performance, appraisal, probation and attendance in accordance with College procedures and guidance.
- To support the Head of Faculty in leading change by adopting an open, supportive and inclusive management style
- To deputise on occasions for the Head of Faculty to ensure the smooth running of the Faculty particularly at key points throughout the year to take responsibility for all Health & Safety matters within the Curriculum, working in partnership with the College's Health & Safety Manager.
- To ensure the professional upskilling of staff via CPD to meet the current and future curriculum and WBL needs.
- To plan and manage budget allocations within the curriculum area/s and secure financial control and value for money in all activities including external projects in compliance with cross College finance and procurement policies
- Where the curriculum area has specialist commercial facilities, to assume the operational management of such facilities with the Head of Faculty.
- To teach a timetable as agreed with the Head of Faculty in accordance with the terms and conditions of employment and professional duties for lecturers.
- To liaise with the Faculty Support Team (including Learner Coach) to monitor student performance for all timetabled sessions, within the curriculum area and maximise student outcomes including indicators such as attendance, completion and attainment across the entire learning programme.
- To provide leadership for student behaviour and work with the Course Tutors to ensure high standards of student discipline and behaviour in accordance with College procedures.
- To ensure learners maximise the use of learning resources, and participate in cross college initiatives, including enrichment and PSHE.
- To liaise with Course Tutors to ensure that induction, personal tutorials, admissions interviews and other curriculum related strategies are implemented in accordance with College policy.
- To ensure Faculty compliance with recognised College procedures, including management of Sector Subject Area student data and attendance management in all timetabled sessions including e-learning
- To manage and co-ordinate course teams to improve student performance, literacy and numeracy and learning and teaching.
- To undertake teaching observation and learner walks as agreed with the Head of Faculty.

- To retain specialist curriculum knowledge, and keep in touch with/advise on curriculum research and national developments within the curriculum area.
- To liaise with the Quality, Learning & Teaching Manager to support the production of high quality course materials, including schemes of work, lesson plans, assessments and learning materials.
- To be responsible for monitoring, via the Course Tutors, the organisation of internal and external examination and assessment, including the co-ordination of internal and external verification, and associated administration for FE, HE, WBL and commercial activities.
- To work in close partnership with the Head of Faculty, Faculty Support Team and Time-tablers to ensure that deadlines are met and provisional time-tables are issued to staff in good time prior to the commencement of the next academic year.
- To undertake relevant employment or student based investigations at the request of Head of Faculty or Director of Resources
- To work with the Faculty Support Team to ensure that all curriculum area students are recorded on MIS with correct status, and ensure that the curriculum area provides accurate and timely information for the Colleges MIS systems.
- To monitor and ensure course teams respond to any external queries via phone or email in a timely fashion.

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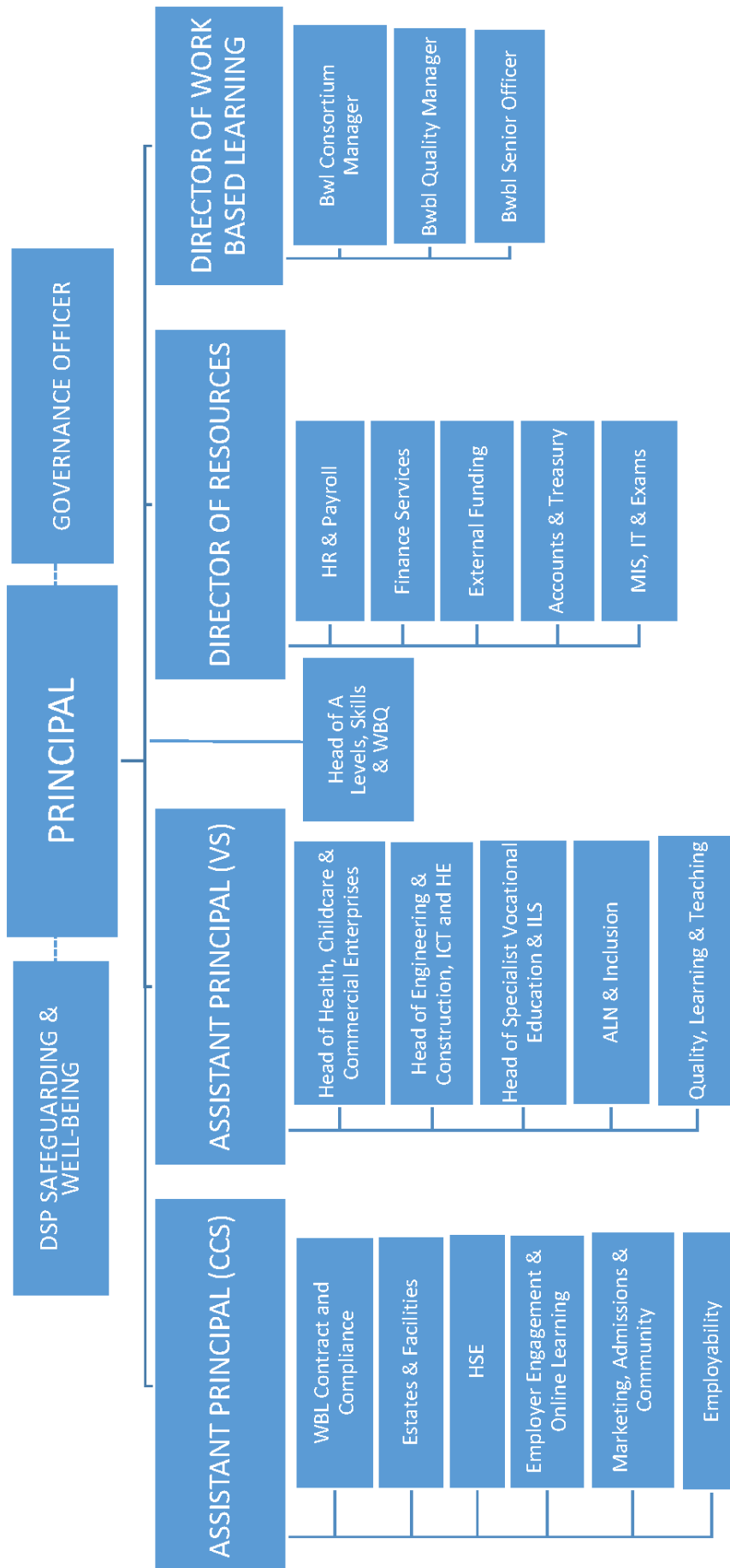
Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.



Person Specification

Selection Criteria	Essential	Desirable	How assessed: Application Form / Interview
Qualifications & Training	<ul style="list-style-type: none"> • Appropriate teaching qualification • If not held, undertake a minimum level 5 professional qualification within an agreed timescale • Undertake relevant management training/qualifications as may be required by the Head of Faculty 	<ul style="list-style-type: none"> • Trained peer assessor • PMAR Teaching Excellence status • Minimum level 5 relevant professional qualification 	Application Form
NB: For those with teaching experience but no management qualification, we will offer a management training programme to be completed whilst in the role during the first 12 months.			
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of managing and leading a team • Proven track record of delivery of innovative and successful provision and curriculum development which enhances progression and employability prospects • Experience of the development of high quality course and learning materials • Detailed knowledge of internal and external examination and assessment processes • Proficient in the use of Microsoft Office products 	<ul style="list-style-type: none"> • Experience of working within commercial enterprises. • In depth knowledge of research and national, regional and local developments affecting FE Colleges within the specified curriculum area 	Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Strong people management skills • Ability to engage and motivate staff to build successful teams • Ability to build positive relationships with external agencies and bodies • Ability to manipulate and evaluate complex data and prepare and present reports and other management information • Ability to successfully manage and control budgets • Excellent interpersonal and communication skills • Able to work accurately towards targets and deadlines. • Excellent organisational skills 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to use own initiative, strong decision making skills. • Approachable, consultative, flexible and professional manner • Proactive approach to work on an individual and team basis • Diplomacy and discretion 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults 		

College Organisational Structure



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