JOB DESCRIPTION

Job Title: Head of Department – Engineering

Reports to: Director of Engineering

Direct Reports: Teaching Staff, Course Managers, Assessors and Technical Staff

Overall Responsibilities:

- To lead the management of all aspects of the operation and development of the Department working within the College's management framework to deliver high quality learning programmes with high levels of student success and an unbeatable student experience

- To proactively contribute to achieving the College's Strategic Plan

Main Duties:

Curriculum Development and Growth

1. To design a curriculum which is exciting, relevant and maximises student employability.

2. To grow provision in line with the priorities identified in the College's Strategic plan

3. To regularly review and monitor the Department's curriculum and act to meet key student recruitment targets (enquiries, applications, recruitment, attendance, retention, achievement, destinations).

4. To look forward and outward to review and improve the planning and delivery of full and part time programmes and commercial courses in the Department to ensure that targets are achieved.

5. To engage with employers and learners on curriculum design and developments and to develop curriculum which meets community and employer needs.

Curriculum Quality and Outstanding Student Outcomes

1. To ensure that student success rates and value added are maximised, are above national rates and contribute positively to performance tables

2. To ensure that students are set stretching targets and that student progress is tracked and monitored across all elements of a student's study (using agreed College systems).

3. To monitor and act to meet key student outcome targets (attendance, retention, achievement, high grades, progression, destinations).

4. To take immediate and effective action on shortfalls in student retention, achievement and progression and on under-performing courses.

5. To take overall responsibility for assessment, verification and implementation of both the College and awarding organisation standards for courses in the Department.

6. To critically evaluate the Department's performance producing an annual self-assessment report and to implement quality improvement plans.

7. To take overall responsibility for the quality of teaching, learning and assessment within the Department and to manage intervention as required.

Effective Teaching Learning and Assessment

1. To teach a fractional timetable on a range of programmes within the specified area and act as a course tutor where required.

2. To ensure effective assessments, achievement, and quality assurance within this area.

3. To liaise with awarding body representatives, IQAs, and Standards Verifiers over the range of the specified curriculum, maintaining quality standards on all programmes with a proactive commitment to quality improvement

4. To carry out observations/drop-ins to ensure high quality TLA

5. To demonstrate commitment to professional development by undertaking any training deemed necessary for effective performance in the post.

Student Voice

1. To fully implement the College's Student Involvement Strategy engaging with students on all types of provision (Further Education, Higher Education, Apprenticeships)

2. Hold focus group meetings with students and act on feedback to improve provision and inform staff and students of changes made due to feedback.

3. To manage the production of reporting systems to employers and parents.

4. Oversee the arrangements for Information, Advice and Guidance (IAG), selection, registration, and admission of students to courses, in conjunction with Student Services.
5.

Effective People Management and Development

1. To work with the Quality department, Advanced Practitioners and teaching staff to ensure the continuous professional development of all teaching and support staff within the Department.

2. To monitor the Department's staffing budget and ensure services are delivered effectively within budget.

3. To propose developments to the staffing within the Department including:
   - defining new/revised teaching roles when vacancies arise
   - proposing innovative staffing approaches to curriculum delivery
   - Identify and implement productivity improvements

4. To lead the recruitment and selection of new staff to ensure that new staff are effectively inducted and introduced to the area.

5. To ensure College people management policies (e.g. probation, objectives, development reviews, performance management) are implemented consistently and effectively.

Efficient and Effective Management of Physical Resources

1. To manage the supplies and services budget for the Department to ensure that this remains within budget and contributes to the achievement of the budgeted contribution factor for the Directorate.

2. To organise the Department's timetabling and teaching cover to ensure effective utilisation of resources including monitoring and checking efficient use of all staffing and rooms, monitoring and updating timetable information.

3. Ensure that specialist accommodation is effectively managed and maintained.

3. To carry out any other associated duties appropriate to the post.

Statutory duties:
- **Safeguarding**

   To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

   To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety:**

   To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

   To participate proactively in training and development including qualification development required in the job role.

Note: This job is based at Tresham - Corby Campus

PERSON SPECIFICATION

Job Title: Head of Department

Programme Area: Engineering

	Essential	Desirable
Qualifications/ Training	- Degree level qualification in Engineering/relevant discipline - English and Maths or similar at GCSE grade A-C or equivalent - Recognised teaching qualification (PGCE, Cert Ed or equivalent)	- Management qualification - Masters level qualification in a relevant discipline
Knowledge/ Experience	- Evidence of high performance in previous roles/jobs - Relevant work experience in the sector to underpin subject leadership with credibility and authority - Recent experience of successful management/ team leadership in Further Education - Experience of teaching successfully across a range of levels - Knowledge and experience of quality assurance systems in Further Education and Higher Education - Experience of curriculum management, development and improvement to meet targets - Experience of Ofsted inspections - Experience of using IT systems and data to manage, monitor and improve courses - Knowledge of current government initiatives and funding in relation to FE and HE and its future and how that may impact on the specific curriculum areas - Evidence of understanding how to promote equality and diversity within the job role	- Experience of managing teams during Ofsted inspections - Experience of developing and managing a successful sports academy programme - Experience of engaging with apprenticeships

Skills/Abilities	• Ability to effectively lead and manage a team of professionals	• Ability to demonstrate evidence of skills in managing and motivating teams and in taking a proactive approach to team building
	• Ability to set and achieve both personal and team goals to ensure the achievement of internal and external targets through the effective management and monitoring of team objectives and deadlines	• Ability to demonstrate a successful track record of helping teams support students' progress and achievement
	• Ability to consistently support a high-quality learning experience for all students	• Evidence of ability to lead and develop change within an education or training environment.
	• Ability to consistently create a welcoming and supportive environment for students and/or customers	
	• Ability to respond proactively to challenge and to develop innovative and creative solutions	
	• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times	
	• Ability to communicate effectively and confidently face to face, on the telephone and in writing	
	• Ability to make a positive contribution to the team, valuing colleagues' particular professional expertise and respecting other members of the team as individuals	
	• Ability to use IT confidently to complete tasks accurately and within timescales and to support the use of Information Learning Technologies in the curriculum	
	• Ability to work effectively on own initiative to demanding deadlines	

Special Requirements	• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns	
	• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	
	• Flexible approach to work and working times (external events/Open Evenings)	
	• Awareness of health and safety requirements relevant to the job and the ability to complete risk assessments	

Date prepared: January 2020