

Job Description

Job Title:	Assistant Area Head; Engineering and Electrical Renewables
Responsible To:	Head of Engineering, Manufacturing and Professional Construction
Line Management of other staff:	Yes
Location:	Colchester/Braintree
Salary:	£42,443.44 - £43,713.28 per annum Plus Introductory Bonus worth £5,000 Upon Successful Completion of Probationary Period Plus Skill Supplement of up to £3,000
Date of last review:	February 2025

Purpose Statement:

To assist the Area Head, and deputise as appropriate, in the operational management and quality assurance of programmes within the areas of Engineering, Electrical Renewables and Manufacturing and to ensure and to promote the quality of teaching and learning on all programmes.

Main Tasks:

- To act in a line management capacity for an allocation of delivery and support staff within the area of Engineering and Manufacturing.
- To undertake an electrical / renewables teaching case load within the area. This role has reduced teaching hours (reviewed annually) to enable management duties to be effectively carried out.
- 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.
- To assist with operational responsibility for all courses within the area, which could include Further Education Programmes, Full Cost courses and Apprenticeships / Higher Apprenticeships.
- 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.

Main Duties & Responsibilities:

1	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.
2	To be a member of the cross-college teaching and learning development group, promoting, and sharing best practice.

3	To assist with preparing staff timetables to ensure effective staff utilisation within the Team.
4	To liaise with timetabling to ensure registers and rooming are correct.
5	To ensure adequate cover for staff sickness and monitor cover arrangements.
6	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.
7	To assist with the monitoring of student behaviour, disciplinaries and pastoral support.
8	To assist with managing the physical resources necessary to support curriculum delivery.
9	To liaise with the Head of Area to ensure the effective deployment of staff and non-staff resources.
10	<p>To assist the Head of Area with other duties such as:</p> <ul style="list-style-type: none"> • Promotion and marketing of programmes • Liaising with employers and stakeholders to ensure the curriculum meets their needs. • 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.
11	<p>To provide effective line management for directly reporting staff in the following areas:</p> <ul style="list-style-type: none"> • 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.

12	To develop and update personal professional expertise in the relevant areas.
13	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
14	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

Person Specification

Job Title:

Assistant Area Head of Renewables and Associated Subjects

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 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 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A
Assessor/Verifier Awards or willing to achieve within 6 months of being in post.	✓		A
An undergraduate degree or postgraduate qualification.		✓	A
Evidence of continuing professional development.	✓		A
Experience	Essential	Desirable	How is this assessed?
Evidence of the effective co- ordination or management of a team, demonstrating improvements in quality outputs and success indicators.		✓	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
Evidence of effective and efficient management or co-ordination 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 associated areas – e.g. apprenticeships, full cost, and other new income streams to meet the needs of employers.	✓		A / I / P
Experience of developing effective pastoral care and learner support systems within study programmes.	✓		I

Experience of managing challenging learners effectively.	✓		I
Experience of electronic portfolios and Moodle / Google Classroom / Virtual Learning Environments.		✓	I
Experience of stakeholder informed curriculum development.		✓	I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Significant knowledge and experience of current practices and innovations in this area, including direct course leadership.	✓		A / I
Proven effectiveness in the leadership or co-ordination of a team of staff or can demonstrate / evidence the abilities and approach to successfully lead a team of staff.	✓		I
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives.	✓		I
The ability to work effectively with colleagues within the area and across college.	✓		I
Excellent communication skills, including oral and written.	✓		A / I
Good general IT skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Willingly takes on new tasks.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Work to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		I
Meets targets/objectives and timescales.	✓		I

Follows College procedures and proactively manages individual and team compliance.	✓		I
The ability to work effectively with colleagues (including effectively line management of staff) within the area and across the College.	✓		I
Proactive approach to work and the ability to independently manage workloads.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

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