

Colchester Institute Job Description

Job Title:	Head of Area Engineering, Manufacturing and Construction
Regulated Activity:	Yes
Responsible To:	Assistant Principal, Braintree Campus and STEM
Line Management of other staff:	Yes
Location:	Colchester
Salary:	Range M42-45

Purpose Statement:

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

To work in partnership with the areas Business Delivery Manager to develop new and grow existing provision 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 a lead role in developing a curriculum for the area that supports delivery and learner destination for the college and the sector, in a subject area that is predicting significant growth in the coming years. This will involve continuous development of a dynamic and highly responsive curriculum, for 16-18 learners, 19+ learners, and apprentices, with the opportunity to shape our responsiveness to employers, and to be a key person in the development of the growth agenda in North Essex and beyond.

To manage staff and resources to ensure excellence in teaching, learning and 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.

To attend where required College Management & Leadership Group meetings and any other management, committee or working group meetings as may be required.

Main Duties & Responsibilities:

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| 1 | To manage Assistant Area Heads 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. |
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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 manage a number of lecturing/teaching/support staff, to include recruitment of new staff, undertaking Performance Development Reviews, objective setting, performance monitoring and staff development 5. To both contribute to and lead on the coordination, planning and development of apprenticeships, and Higher Apprenticeships, in the Area, working with the Business Delivery Manager for the Area, the Director of Apprenticeships 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 leaning hours.
8	To manage the staffing, physical and material resources necessary to support curriculum delivery.
9	To liaise with other Heads of Area to ensure the effective deployment of staff and non-staff resources.
10	To ensure the effective promotion and marketing of programmes through effective liaison with the Marketing team.
11	To ensure appropriate staff cover during absences.
12	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.
13	To observe lessons and undertake learning walks to provide support for the development of excellent practice in teaching and assessing staff as appropriate.
14	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.

15	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.
16	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.
17	To lead and contribute to specialist project teams as necessary across the college and to disseminate information from such work.
18	<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.
19	To develop and update personal professional expertise in the relevant areas.
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