



POST DESCRIPTION

Job Title: Head of:
• Construction & Engineering

Responsible to: Vice Principal

Responsible for: All teaching and support staff within the relevant area.

1.0 Job Purpose:

- 1.1 To lead & manage the delivery and development of the Area in accordance with the Group's overall strategy, including the development of new and existing provision.
- 1.2 To head successful recruitment, drive improvement in learner outcomes and improve effectiveness in the use of resources.
- 1.3 To establish high quality effective relationships with external stakeholders and team members across the Group.
- 1.4 To develop, manage and oversee effective partnerships, sponsorships, employability initiatives and collaborations with industry to enhance employer engagement.
- 1.5 To drive forward effective staff engagement in knowledge exchange and scholarly activities, high quality learning, teaching and assessment and learner engagement.
- 1.6 Deliver outstanding provision under the latest common inspection criteria.
- 1.7 Lead the curriculum with inspiration, innovation and enthusiasm.
- 1.8 Challenge underperformance actively promote excellence.
- 1.9 Promote innovation and lead effective change management.

2.0 Key Responsibilities

- 2.1 Leadership of the Area in terms of physical, financial, human resources and achievement of KPIs
- 2.2 To lead on creating the best possible ethos for learners' personal development within the Curriculum Area.
- 2.3 To develop and implement strategies for maximising learners' achievement of their goals and exceeding their potential.



- 2.4 Lead and develop collaborative partnership links both internally and externally in order to promote academic enterprise in a strategic and co-ordinated manner and to the benefit of the learner journey/ experience.
- 2.5 To lead on the development of relevant Higher Level Skills and work based programmes to meet the needs of current and future local industries.
- 2.6 To drive and support continuous personal development of team members to maximize their potential and subsequent impact on learners.

3.0 Specific Duties

- 3.1 Produce the area's Self-Assessment, Quality Improvement Plan and Curriculum Strategy ensuring that it relates to the College and Group's strategic objectives.
- 3.2 To lead on outstanding teaching, learning and assessment practice within the Area ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of learning technologies to support teaching and learning.
- 3.4 Ensure the provision within the Area addresses the learning needs of diverse client groups/individuals.
- 3.5 Ensure that learners in the Area receive the highest standards of customer service and learner support including advice and guidance, interviewing, initial assessment, tutorial, enrichment and functional/key skills provision.
- 3.6 Be accountable for planning, monitoring and evaluation of the Area to ensure the achievement of targets to include recruitment, attendance and success rates.
- 3.7 Provide the effective and efficient management of the Area in terms of physical, financial and human resources ensuring the maximum utilisation of all available resources.
- 3.8 To effectively disseminate information to staff and ensure the effectiveness of Group communication systems within the Area including organising and chairing regular team meetings and committees, keeping schedules, agendas and action plans.
- 3.9 Contribute to and advise on staff development initiatives and opportunities.
- 3.10 Manage staff within the Area are competent to undertake their roles and responsibilities via performance management and the annual appraisal process, in addition to regular 1:1 meetings.
- 3.11 Strive for excellence within the Area and ensure continued assessment, development/improvement and evaluation of curriculum delivery.
- 3.12 Manage the development and delivery of the curriculum portfolio, including use of blended learning materials / methods.



- 3.13 Maintain a teaching commitment including the setting and assessment of appropriate tests, the provision of guidance and pastoral care and the maintenance of learner discipline and good academic conduct.
- 3.14 Manage the implementation of rigorous assessment policies and practices and ensure the standards for each award and award element is set and maintained at the appropriate level, and that student performance is properly judged against this.
- 3.15 To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
- 3.16 Pro-actively contribute to the management of the Group with particular regard to the specific curriculum area.
- 3.17 To undertake a teaching load of 0.2 FTE per academic year.
- 3.17 Manage and maintain learner morale and discipline working closely with colleagues to assure an appropriate learning environment.
- 3.18 Keep up to date professionally and academically, develop and maintain links with industry, and maintain currency with curriculum development and assessment requirements relevant to the Curriculum Area.
- 3.19 Manage accuracy and completeness of published information of the Area's provision and assist in the arrangement and implementation of marketing and associated events in conjunction with the Director of Marketing and Student & Admin Services.
- 3.20 Liaise as required with HEIs, Schools, Colleges, industry and commerce.
- 3.21 Attend meetings as required.
- 3.22 Participate in careers guidance and promotional exhibitions as requested.
- 3.23 To contribute effectively towards the Grimsby Institute Group Self-Assessment Process and actively engage curriculum teams in the production of the Annual Self-Assessment Report (FE) /Self Evaluation Document (HE) ensuring the process has significant impact on quality improvement for every course and the area as a whole.
- 3.24 To contribute towards the positive promotion and role modelling of the Group's Core Values and Acceptable Standards for Learners.
- 3.25 To undertake the role of Duty Manager.
- 3.26 To manage the implementation of all college policies and procedures within designated areas of responsibility.



3.27 To manage effective risk assessment and risk management in line with Group's policy and guidelines.

3.28 Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

4.0 Budget Responsibility

4.1 The post holder is required to ensure the area achieves its budget on a monthly/ annual basis in conjunction with the Principal.

4.2 The post holder will be required to observe and comply with the financial regulations of the Group at all times.

5.0 Continuing Professional Development

5.1 The post holder will proactively take part in the Group's Appraisal process and Teaching and Learning Observations.

5.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating

6.0 Health and Safety

6.1 The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Group to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

7.0 Equality and Diversity

The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Groups' Equality policy as appropriate.

8.0 Safeguarding Children and Vulnerable Adults



The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Group activities and expects all staff to share this commitment.

9.0 Values

The Group values are an essential part of the Group achieving its core purpose and it is an expectation that these are adopted in daily working.

- Our learners and customers are paramount.
- Strive to provide excellence in all we do.
- Working together, with mutual respect and support.
- Acting with integrity at all times.

10.0 Institute Group Policies and Procedures

All staff are required to comply with Group Policies and Procedures and the Staff Code of Conduct which can be accessed via the Group Virtual Learning Environment.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

Employee Specification

Head of:

- **Construction & Engineering**
- **Visitor & Service Economy**
- **Creative Industries**
- **English, Maths, Foundation & Community**

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Qualifications & Training	<ul style="list-style-type: none"> • Related degree/appropriate higher level qualification in the Vocational area • Minimum Level 2 in Numeracy, Literacy or equivalent • ICT Skills to Level 2 • Teaching qualification 	E E E E	
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of awarding body guidelines, qualifications and assessment as they apply to the FE and/or HE sector • Knowledge of industry standard practice and able to integrate into teaching • Demonstration of SMART Target setting through tutorial programmes 	E E E	
Experience	<ul style="list-style-type: none"> • Relevant Industry business experience • Evidence of successful people management in an FE curriculum environment. • Experience of leading a team to achieve good to outstanding success rates. • Experience of effectively managing staff underperformance • Experience of dealing with learner disciplinaries • Good track record of recent practical experience in the appropriate industry or profession • Experience of ILT and E Learning • Teaching and or Training experience in the FE sector • Up to date CPD record 	E E E E E E E	D



	<ul style="list-style-type: none"> • Managing/co-ordinating Internal Verification • Evidence of Good or better teaching and learning practice • Evidence of course data monitoring and bringing about quality improvement 	<p>E E E</p>	
Skills and Attributes	<ul style="list-style-type: none"> • Ability to lead and manage a team to achieve outstanding outcomes for learners. • Ability to motivate and lead others, to set a culture of high expectation and to tackle under performance. • A positive attitude to change. • Ability to positively promote the Institute Group Values and Acceptable Standards to staff and learners • Flexibility and adaptability • Excellent communication and interpersonal skills • Willingness to develop self and others • Good organisational and administrative skills • Customer orientated • Ability to build relationships of trust and respect • Ability to positively promote and embed the Institute Group values and behaviours in relation to both staff and students • Integrity 	<p>E E E E E E E E E E E E E E E</p>	
Other	<ul style="list-style-type: none"> • DBS check carried out on appointment 	<p>E</p>	

E = Essential D = Desirable A = Application O = Observation I = Interview T = Task