

Job Description

Job Title	DEPUTY PROGRAMME AREA MANAGER IN ENERGY, ENGINEERING AND CONSTRUCTION
Salary Range	Lecturer Scale, Points 14-16 £37,178 - £39,671 per annum, plus Shortage Skills Allowance associated with own trade up to a maximum of £6,000 per annum
Faculty / Section	Energy, Engineering and Construction
Hours per Week	37
Terms of Employment	Permanent Full year Academic Contract
Annual Leave Entitlement	37 Days* + Bank Holidays and College Closure Days
Responsible to	Programme Area Manager

*2 days to be taken on identified dates during the Christmas closure period as notified on the College calendar

Job Purpose:

To share the responsibility for leadership and management in the programme area of Energy, Engineering and Construction (EEC) and to provide an outstanding experience for students.

The post will provide a second Deputy Programme Area Manager for the area to support the work of the current Programme Area Manager and Deputy Programme Area Manager.

Key Tasks / Responsibilities:

1. Undertake a teaching commitment in line with College policy as agreed annually with the Programme Area Manager and Director of Curriculum and Innovation, and act as a course manager and/or course tutor as appropriate.
2. Deputise as and when appropriate for the Programme Area Manager / fellow Deputy Programme Area Manager.
3. Line management of the programme area's support staff as directed by the programme area manager, supporting work-placement, Health and Safety compliance, technical cover and administration.
4. Support the EEC PAM to lead a team of full and part-time tutors in EEC in relation to efficient use of personnel; curriculum development and management; teaching and learning standards; supporting administration within teaching teams; resource management.
5. Monitor student achievement, success, attendance and retention and take action as appropriate. Review and monitor standards across a designated section of the Programme Area. Produce, monitor and report on data sets, holding regular review meetings.
6. For designated courses within the programme area and in conjunction with the Programme Area Manager, take responsibility for staffing matters. This includes recruitment, selection, monitoring of performance, completion of performance reviews, monitoring of new staff and acting as a mentor where appropriate.

7. Take responsibility for Quality Assurance across designated courses within the programme area including the completion of all documentation relating to quality matters, dissemination of information, completion of questionnaires and Self-Assessment Reports and ensuring action plans are completed and monitored. Ensure that arrangements for IV within these courses are effective and efficient.
8. Investigate new curriculum initiatives within the programme area for implementation so that potential new developments are explored and the programmes on offer are dynamic and proactive meeting the needs of students and employers.
9. Play an active role in the growth and development of the programme area and ensure that an innovative approach is adopted in response to the achievement of College targets.
10. Produce and prepare in conjunction with the Director of Curriculum and Innovation, Programme Area Manager and Course Managers: timetables and recommendations for staffing; submissions to awarding bodies; course files; Self-Assessment Reports.
11. Assist with the recruitment, selection and enrolment of students. Support and monitor student behaviour, taking action where necessary. Accompanying and supervising students on educational and training visits if required.
12. Other duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> • A proven background in the Construction & Engineering sector. • Significant teaching experience in a relevant subject area within FE, gaining good/outstanding grades • Experience of compiling submissions to awarding bodies 	<ul style="list-style-type: none"> • Experience of managing people and resources 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent experiential knowledge in appropriate subject area in Construction and / or Engineering. • PGCE or Certificate in Education (or alternative accepted teaching qualification) • GCSE Grade 4/C or above in Maths and English (or equivalent) * 	<ul style="list-style-type: none"> • Basic Skills qualification • NEBOSH • IOSH • SSSTS 	Application form, Interview and assessment*
Skills / Abilities	<ul style="list-style-type: none"> • Awareness of modern approaches to the delivery of curriculum • Detailed knowledge of career and progression pathways opportunities within the programme area. • Flair, vision and capacity for sustained hard work • Supervisory skills and the ability to lead and motivate a team • Excellent organisational, administrative and prioritising skills • Ability to network and make links within the community, including employers • Computer literacy 	<ul style="list-style-type: none"> • Understanding of Key and Functional Skills 	Application form and interview
Personal	<ul style="list-style-type: none"> • Proven commitment to education • An understanding of the needs of students with learning difficulties or disabilities • A flexible approach and commitment to the achievement of excellence • Good interpersonal, communication and customer care skills • Suitability to work with young people and vulnerable adults 		Presentation and interview

* You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates

Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve