

Programme Area Leader: Engineering – Commercial & Apprenticeships
Directorate of Engineering and Motor Vehicle
Ref: 21.08

1. The Appointment

As Programme Area Leader, you will be part of the leadership team within the Directorate, and you will lead projects that improve the overall learner experience on programmes across the whole Directorate, to ensure innovative, quality provision. You will work closely with the Assistant Principal and Head of Department to identify, plan, monitor and manage continuous improvement projects. The post carries a teaching load and this will be in the Engineering curriculum area.

The ideal candidate will have industry experience, relevant teaching/training qualification and experience of course delivery and assessment, together with experience of leading and supporting colleagues.

This is an exciting and challenging role that would suit an individual who is flexible in their approach, highly motivated and passionate about the sector and learning. You will be expected to work flexibly and efficiently.

There is an expectation that there will be a teaching and/or assessing caseload to include observations of teaching and/or assessment (and possibly mentoring) as agreed with the Head of Department and/or Assistant Principal.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

To lead projects that improves the commercial sales and income within Engineering. To coordinate the delivery, assessment and quality of the relevant engineering programmes. To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to delivery in the learning area.

Work closely with the Assistant Principal, Head of Department and course teams to:

Curriculum:

- a) Lead, develop, and manage projects that improve the commercial activity within the area such as increasing the portfolio and recruitment of apprentices. Also to consider the upskilling within industry to generate and deliver commercial programmes such as AEB, full-cost and other programmes
- b) Plan each apprenticeship programme within GLH and to Awarding Organisation standards under the direction of the Head of Department and Assistant Principal to ensure that commercial income targets are achieved. To work with the assessor and curriculum teams to develop, design, deliver and assess modules of study for groups of learners and apprentices.
- c) Develop and demonstrate best practise in learning, teaching and assessment ensuring the conducting of regular standardisation activity and be a key contributor to IQA activity within the team such as chairing

team meeting. To lead quality assurance activity including internal and external partners. To write and manage the departments IQA and Assessment strategy so that the team is compliant but flexible/adaptive to the changing requirements of the role

- d) To support and coach staff and develop CPD initiatives as identified through quality assurance activity. To deliver staff CPD
- e) Lead initiatives to promote English, Maths and ICT development within the Department including through the use of remote assessment, sharing best practice and other collaborative activities such as planning delivery of exams
- f) Oversee and contribute to the planning of the year plan to include assessment schedule, planned tutorials, reviews and timely enrichment activity to meet and drive achievement.
- g) Co-ordinate the planning, review and evaluation of learner and apprentice induction.
- h) Take responsibility for undertaking and co-ordinating all internal quality assurance within your programme area to ensure compliance with external verification requirements.
- i) To implement quality procedures as directed to evaluate programme and help compile the SAR, Quality Improvement Plan at agreed intervals such as through the college's Performance Management Review process.
- j) Maintain an up to date Course file, ensuring team include updated course handbooks, schemes of work and lesson plans.
- k) Check accurate data regarding recruitment, retention and achievement is logged.
- l) To ensure any off site visits are organised in line with college procedures. To ensure specialists and tutors complete the risk assessment process for each off site activity, visits or placements.
- m) To agree/plan with team for attendance at events outside normal teaching hours associated with marketing the courses and providing feedback to parents/guardians.

Lead and support colleagues

- p) Lead and record team meetings as agreed/ directed by Head of Department.
- q) Undertake mentoring/peer observations as directed by Head of Department.
- r) Identify and advise Head of Department of any development requirements.

Monitor and manage learners.

- s) Compile and circulate learner profiles. Follow up use of Initial Diagnostics and Learning styles across team. Follow up any ALS or other support requirements with appropriate contact.
- t) Ensure Learner Representatives are elected and supported to carry out role effectively.
- u) Act as a personal tutor or assessor to one or more groups of learners or caseload of apprentices, co-ordinate tutorial support and liaise with subject tutors.

- v) Co-ordinate learner/apprentice attendance and punctuality such as for day or block release. Follow up any actions as necessary.
- w) Maintain standards of learner/apprentice behaviour. Work with Head of Department as necessary to resolve related issues.
- x) To co-ordinate completion and updating of relevant learner and apprentice documentation, appropriate records of learner performance and behaviour and complete other associated records or systems in line with college procedures.
- y) To monitor learner and apprentice tracking records and portfolios are updated regularly by team and follow up any concerns or issues with Head of Department.
- z) Liaise with Head of Department and follow up re Learner Reviews, Team follow up meeting, Meet Tutor Evening, Reports, Celebration of Achievement etc.
- aa) Organise learner forums.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Literacy to at least level 2	✓	
Numeracy to at least level 2	✓	
Qualified to at least level 3 in an Engineering discipline	✓	
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
Holds qualified teacher learning and skills status (QTLS)		✓
Educated to degree level in an Engineering discipline (or willingness to work towards)		✓
A1 or V1 or equivalent (Assessor/Verifier)	✓	
A1 or V1 or equivalent (or willingness to work towards)		✓

	Essential	Desirable
Experience:		
Experience in the delivery of a range of qualifications including onsite assessment and classroom teaching	✓	
Relevant engineering industry experience	✓	
Experience of using IT and ICT	✓	
Evidence of offering inclusivity to learners	✓	
Evidence of providing high quality, effective learning experiences	✓	
Evidence of providing learning to groups and individuals including apprentices	✓	
Skills /Knowledge:		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Ability to inspire learners and colleagues including through the design of new academic and commercial programmes	✓	
Ability to manage/co-ordinate a team	✓	
Ability to analyse information and situations and recommend a way forward	✓	
Use creativity to provide a positive learning experience	✓	
Ability to develop and deliver effective learning materials and information	✓	
Provide constructive feedback	✓	
Collate tracking records and complete Awarding Organisation certification records	✓	
Excellent communication skills	✓	
Self-managing/reflective	✓	
Organise, lead and record team meetings and minutes	✓	
Ability to plan and prioritise	✓	
Good time manager	✓	
Understand the need for thorough risk assessments	✓	
Organise the maintenance of a positive working environment for learners and apprentices	✓	
Promote, develop, plan and track Essential Skills	✓	
Qualities:		
Enthusiasm	✓	
Commitment to learners and colleagues	✓	
Empathy	✓	
Flexibility	✓	
Open and responsive	✓	
Excellent team member	✓	
Ability to articulate clearly and objectively	✓	

4. Position within the College

The Post holder will be part of the Engineering Directorate and report to the Head of Department for Engineering.

5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Delivery Contract and is subject to those terms and conditions.
- b) The salary will be within the PAL Scale £30,129 to £37,722 per annum.
- c) You will be entitled to 32 days leave (plus bank holidays).
- d) You will be required to work 37 hours per week on a flexible basis.
- e) The college operates a contributory Average Salary Pension Scheme.
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Wednesday 30th June 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service (DBS) check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44.00 for an enhanced check) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children or vulnerable adults to apply for this position.