

Job Description

Job Title: Head of Vocational Learning (Technical)

Accountable to: Curriculum Area Leader (CAL) - Engineering

Core Purpose:

You will have responsibility for leading and directing the learning and operational management of the Vocational Learning curriculum in both the Engineering (BTEC Level 2 and Level 3) and Science Curriculum Areas (BTEC Level 3) to reflect both Academy and local and national priorities and to personalise routes for all learners and ensuring rigorous and continuous monitoring and evaluation of the effectiveness of vocational provision. Your leadership will ensure that vocational learning is exciting and engaging and delivered in partnership with Aston University and our significant industry partners so that our young people are motivated to strive for excellence.

Key Responsibilities:

Responsibility for raising the standards of all the students following vocational programmes

- To be responsible for the teaching of relevant teaching material within vocational pathways.
- To provide support to the Curriculum Area Leader by monitoring the provision of all BTEC courses in Engineering and Science and undertaking the role of Internal Verifier.
- As programme manager, you will have the overall responsibility for the effective delivery and assessment of BTEC qualifications by engineering and science staff.
- To take the lead in curriculum development in this programme to benefit students and achieve appropriate outcomes ensuring learning is contextualised and wherever possible linked to industry through AUEA partners including the provision of appropriate schemes of work
- To lead on the development of and evaluation of practical and project based learning within BTEC units.
- To lead on and direct assignment writing to ensure each assignment reflects the expectations for learning as set out in the bullet points above

Responsibility for educational progress for all students in Business Studies:

- To make sure that programme teams are well briefed about BTEC expectations. In particular, we would expect that they are aware of verification protocols, requirements for NSS, the role of the quality manager and so on.
- To be responsible for monitoring students' progress on Btec courses by academic tracking and data analysis.
- To be responsible for reporting to and liaising with the CAL along with the Senior Leadership Team, other Curriculum Area Leaders, teaching/support staff, Sponsors, Aston University staff and students, industrial partners, external agencies and parents/carers.

- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and sets stretching targets for all teaching staff in Engineering and Science.

Responsible and accountable for leading, managing and developing Vocational Learning

- Act as the Lead Internal Verifier for engineering BTEC courses, working towards OSCA certification
- Liaise with the AUEA Quality Nominee to be aware of information updates and quality assurance requirements
- To make sure that the programmes respond to the NSS (National Standards Sampling) requirements, monitoring NSS reports and follow up action.
- Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners
- Check and confirm assessment and internal verification schedules
- Ensure that there are sufficient resources to deliver the programmes and units
- Review reports arising from quality assurance and ensure that appropriate actions are taken
- Ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements
- Sign off the plan and effectively monitor that it is being followed at suitable points
- Undertake internal verification in line with plan for individual units within Engineering programmes
- Ensure that assessment plans, records of assessment and samples of learner work are retained for Standards Verification.. Plan to set aside examples of work verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Ensure all teachers of BTEC Engineering and BTEC Science meet the expectations for assessment, marking and feedback in line with AUEA policy

Responsible for line management:

- any relevant personnel within Engineering or Science Curriculum Areas

Other Responsibilities:

1. Supporting and promoting the AUEA ethos and contribute to the overall aims of the Academy.
2. Being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and reporting any concerns to an appropriate person.
3. Promoting and safeguarding the welfare of children and young people you come into contact with.
4. Appreciating and supporting the role of other professionals.
5. Attending and participating in relevant meetings as required.



6. Participating in training and performance development as required.
7. Carrying out any other reasonable request of the Principal commensurate with the grading of the post.
8. Building and maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the academy.
9. Any other responsibility mutually agreed with the Principal