

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Head of Section Engineering
Responsible To:	Associate Principal
Department:	Automotive, Construction, Engineering and Apprenticeships (Skills Division)
Salary Grade:	Circa £50k (further enhancement may be available for the right candidate)

JOB ROLE

To act as the key front-line curriculum manager and a key lead for both quality and innovation, the Head of Section is responsible for day to day management of one or more areas of curriculum.

KEY DUTIES

No	Description of Duties
1	Line manage a team of staff to include undertaking appraisals, absence monitoring, first line performance management and other relevant duties.
2	Responsible for successful achievement of KPI's including success rates, recruitment, attendance, student progression, quality of teaching, study programme implementation including English and Maths, and to track learner progress
3	Lead on the development of curriculum in response to FE changes such as T-levels in Sciences and Engineering developments
4	To further develop the college's STEM curriculum offer at Level 3 and above, including re-activation and development of the college's HE offer
5	To engage with a range of external stakeholders including employers, schools and those organisations connected with the curriculum (eg <i>stemnet</i> .)
6	To develop a range of short courses for adults and commercial full cost recovery portfolios in engineering
7	To be responsible for apprenticeships and support the development of the college's apprenticeships in Engineering and track achievement and success
8	Undertake an agreed teaching load (usually 500 hours per annum)
9	Responsible for quality within designated areas to include production of Self-Assessment Report and Quality Improvement Action Plan in line with the new EIF
10	Work with the Associate Principal to undertake business planning for curriculum areas within the area of responsibility including timetabling and the effective use of resources in preparation for new DFE changes to qualifications
11	Ensure compliance with corporate standards and policies are met with awarding bodies and new apprenticeship standards (Institute of apprenticeships)

12	Responsible for improving the standards of teaching and learning including conducting classroom observations and mentoring new staff
13	Responsible for awarding body liaison and compliance
14	To oversee the pastoral care of students including dealing with behaviour and disciplinary issues in liaison with the cross college pastoral team
15	Be accountable for the conduct of effective team and programme meetings and ensure that course reviews are completed for all courses along with reviews of learner progress and at risk learners to minimise loss of students from programme.
16	Contribute to the selection, appointment and induction of full and part time staff as required
17	Ensure that the College values and code of conduct are promoted to students and are consistently applied with appropriate application of praise, guidance or disciplinary procedures as needed
18	Organise the learning area response and staffing for College Open Days, School Liaison and Marketing Events that promote Engineering and apprenticeships within the area
19	In conjunction with other College Managers, organise and participate in the learner recruitment process, the induction of learners and ensure there is effective support for learners on programmes and to conduct disciplinary matters in accordance with college policy
20	Undertake appropriate in-service training and relevant Industry updating
21	Ensure a high level of confidentiality at all times.
22	Support fully at all times the College's aims and objectives.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

**PERSON
SPECIFICATION**

Job Title: Head of Section - Engineering

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the department in Engineering	X	
1.2	Certificate in Education or Level 5 Teaching Qualification or working	X	
1.3	Internal verification qualification	X	
2. Experience			
2.1	Teaching experience	X	
2.2	Significant experience of the management and development of computing and/or engineering curriculum areas	X	
2.3	Relevant experience in vocational learning and in Manufacturing Engineering apprenticeships	X	
2.4	Good understanding of technological developments in Engineering	X	
2.4	Track record of successful programme delivery including high success rates and innovation in the related curriculum area	X	
2.5	Employer and stakeholder engagement		X
2.6	Developing courses and knowledge of T-levels, RQF qualifications, and digital links with Industry		X
2.7	Developing short courses and commercial activity within Engineering in- line with employer response		X
2.8	Experience of innovating, developing, and managing curriculum post 16 at levels 1 to 3 in a relevant subject	X	
2.9	Must have experience of teaching, staff management, and leadership in FE or similar	X	
2.10	Experience of setting up a new curriculum area or Center in Engineering and advising SLT in new developments in this sector		X
3. Skills/Abilities			

3.1	The ability to analyse data effectively	X	
3.2	Staff management and leadership skills	X	
3.3	Excellent communication and interpersonal skills	X	
3.4	A good understanding of career and curriculum pathways for learners in relevant subjects that are current with upcoming changes from the DFE inclusive of apprenticeships and T-levels		X

4	Special Requirements		
4.1	Experience of apprenticeship standards in engineering and managing assessors/ mentors/coaches		X
4.2	Marketing and development of promotional material/events		X