

**JOB DESCRIPTION**

**JOB TITLE: Programme Manager – Construction**

**REPORTS TO: Director of Construction and the Built Environment**

**LOCATION: Stratford Campus**

**AREA: Construction and the Built Environment**

**TEACHING HOURS: Up to 400 hours**

**GRADE/SALARY:** **Salary up to £47,112 per annum**

**CLOSING DATE: Sunday 17 August 2025**

**DBS: Enhanced DBS check with children’s barred list check required**

**PURPOSE:**

To have responsibility for the Construction curriculum at Stratford Campus. To support the continuous development of the provision within the wider school. To ensure that agreed targets are met and that the provision remains consistent across all areas of the school.

**PRINCIPAL DUTIES:**

1. To support and line manage a team of teachers, assessors, and technicians within the school of Construction and the Built Environment.
2. To support the Director and Deputy Head of School in recruitment, retention, achievement and to ensure quality assurance within this area.
3. To support the Director and Deputy Head of School with effective induction, guidance, admissions, registration, and exam procedures.
4. To support the Director and Deputy Head of School with behaviour management issues including attendance, punctuality, and adherence to the code of conduct.
5. To support business planning and timetabling of the curriculum within the school under the direction of the Director and Deputy Head of School.
6. To support the Director and Deputy Head of School in the implementation of the cover plan.
7. To participate in the self-assessment and quality improvement process.
8. To champion Equality and Diversity.
9. To teach a specified number of hours on a range of programmes and act as course tutor for designated groups within the specified area.
10. To conduct the appraisal/check ins of designated staff.
11. To be responsible for the programmes within Construction and the Built Environment.
12. To contribute to curriculum intent and development.
13. To contribute to the marketing of programmes, recruitment, and interviewing.
14. To play an active part in the development of the flexible curriculum and the learning materials to support this including the College’s virtual offer.
15. To develop external contacts and promote industry-based work including work experience placements where applicable.
16. To demonstrate commitment to his/her professional development.
17. To be proactive in maintaining and developing quality standards on all programmes and demonstrate a commitment to quality improvement.
18. To deputise for the Deputy Head of School as required.
19. To adhere to policies, procedures and values of Solihull College & University Centre.
20. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
21. To actively promote [equality, diversity & inclusion](https://www.solihull.ac.uk/about-us/equality-diversity/) and to champion [anti-racist](https://www.bbc.co.uk/bitesize/articles/zs9n2v4) practice.
22. To support the college to become a Sustainable Net Zero organisation by 2030 and support the delivery of its [Sustainability Strategy](https://www.solihull.ac.uk/sustainability/).
23. To undertake necessary Health and Safety responsibilities, duties and training as required by this post.
24. To undertake any necessary Data Protection responsibilities, duties and training as required by the post.
25. Such other duties as required which are broadly consistent with the general functions and grading of this position.

**EQUAL OPPORTUNITIES:**

Solihull College & University Centre is committed to a comprehensive [policy of Equality](https://www.solihull.ac.uk/wp-content/uploads/2024/03/equality-policy.pdf). All employees are required to abide by this policy and ensure its compliance throughout the College.

**SAFEGUARDING:**

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**CORE VALUES:**

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**SOLIHULL COLLEGE & UNIVERSITY CENTRE**

**PERSON SPECIFICATION**

# JOB TITLE: Programme Manager – Construction

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| SPECIFICATION | ESSENTIAL | **DESIRABLE** |
| EDUCATION/TRAINING | Appropriate Degree or equivalent qualification and/or significant industry experience  Relevant teaching qualification | Master’s qualification  Management qualification |
| **RELEVANT EXPERIENCE** | Experience teaching in the FE sector  Significant experience of coordinating programmes  Curriculum development and innovation experience  Sound and current knowledge of Construction curriculum within the FE sector |  |
| SKILLS/APTITUDES | Excellent communication and IT skills  Ability to network effectively  Ability to motivate others and lead and work effectively as part of a team  Sound understanding of one or more areas of provision within the school  Able to manage change and conflict  An awareness of sustainability and climate change and how it applies to FE and can be embedded into the curriculum |  |
| OTHERREQUIREMENTS | Dedication to the development and maintenance of quality  Flexible approach to work  Energy and Enthusiasm  General awareness of cultural diversity  A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government ‘Prevent’ strategy  Strong commitment to Equal Opportunities  Commitment to the College’s core values |  |