

JOB DESCRIPTION

POST TITLE	:	Programme Leader in Engineering (Apprentices)
LOCATION	:	On Site Delivery
SCALE	:	Lecturer C, points 12 - 15
SALARY	:	£41,983 - £47,271
RESPONSIBLE TO	:	Head of Construction and Engineering
CLOSING DATE	:	4.30pm, Friday 9 January 2025
INTERVIEW DATE	:	Monday 19 January 2025

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1) To teach effectively on a range of programmes across the Division's Curriculum relevant to subject specialism, up to 832 hours per year.
- 2) To thoroughly plan and evaluate the effectiveness of teaching to include Learning Walks and Quality Assessments.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective pastoral support working alongside Apprenticeship Co-ordinator and Training Team.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information and clear communication for both internal and external stakeholders.
- 7) To be responsible for the administration, co-ordination of resources (including staff), and successful operation and leadership of a cross-college programme.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.

- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time.
- 12) To carry out such other duties as the Principal may reasonably request.
- 13) To be responsible for the administration, co-ordination, resources, and successful leadership of a cross-college programme.

PERSON SPECIFICATION

POST: Programme Leader in Engineering (Apprentices)

DIVISION: Construction and Engineering

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification in a relevant discipline	E	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	D	Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Apprenticeships and EPAs relating to the curriculum area	E	Interview
2	Knowledge of EAL/Pearson/City and guilds awarding Body specifications, EPA and Gateway process	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching of Apprentices at various levels	E	Application form/ Interview
2	Experience of delivering tutorial/pastoral care to a group of students	E	Application form/ Interview

3	Experience of teaching a range of Engineering topics	D	Application form/ Interview
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PERSONAL

1	Excellent communication and administrative skills	E	Interview
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2	Experience of using intranet and IT in the classroom	E	Interview
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3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
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4	Commitment to ongoing professional development	E	Interview
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5	Enthusiasm for the role of FE and Apprentices in building futures and changing lives	E	Interview
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6	Commitment to College's Single Equality Policy	E	Interview
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STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
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2	Good teamworking skills and commitment to teamworking	E	Interview
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3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
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4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment
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**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*