

JOB DESCRIPTION

Post: Head of Centre-EKC Civil Engineering

Responsible To: Deputy Director- EKC WorkHigher

Summary of Post:

To be responsible for managing a programme area and Centre to promote very high standards in a positive and supportive culture that aspires to be outstanding. To provide effective management and control of the College's estate and buildings, including operational matters relating to Health and Safety within the College.

Specific Duties – Managing Programme Area

1. To manage programme and centre staff and ensure College performance management systems are fully implemented.
2. To be responsible for the quality of programme provision and to actively encourage excellence in teaching.
3. To undertake and lead on programme area and centre curriculum development.
4. To ensure students are safeguarded and appropriate actions taken to identify and respond to learner's welfare concerns.
5. To ensure all programme areas within the centre provide a safe learning environment and that risk assessments are undertaken, and safe working practices promoted in training and at work.
6. To ensure the teaching, training and assessment in the programme area and centre fully supports learning and development and promotes equality.
7. To carry out observations of teaching, learning and assessment in line with College procedures.
8. To be responsible for programme area and centre self-assessment and ensure full learner and employer participation.

9. To be accountable for programme area and centre business and curriculum plans ensuring targets are achieved.
10. To ensure students receive the student entitlement and have access to the student support services available across College.
11. To effectively manage a delegated budget.
12. To participate in the appointment of programme area and centre staff ensuring appropriate deployment and full compliance with college employment policies, procedures and practices.
13. To be responsible for the data held on students studying in the programme area within the Colleges MIF system.
14. To undertake teaching, training and assessing
15. To undertake CPD (Continued Professional Development) to a minimum of 30 hours per year according to the sector/awarding body requirements.

Specific Duties – Centre Management

1. To ensure that the centre and its site(s) are maintained and enhanced to provide an optimum learning and working environment for all users.
2. To ensure operational Health and Safety matters are reported, reviewed and audited in a timely manner across the centre.
3. To provide effective management and control of the centre estate and buildings
4. To manage health and safety within the centre including training and development of staff.
5. To manage and oversee the operational/working risk assessments and method statement within the centre, providing advice and guidance as to completion and review.
6. To manage all incidents requiring the evacuation of students and staff, for instance in the event of fire or bomb threats
7. To manage reactive and proactive maintenance, including all statutory testing, using the department's PPM program and manage contractors for HVAC, M&E and other building related trades to ensure the smooth running of the centre.
8. To be responsible for full buildings and grounds maintenance as well as small buildings works both internally and externally including ensuring that long term maintenance programmes are budgeted and in place and effective.

9. To undertake centre manager responsibilities.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Good management skills with the ability to lead and motivate a team of staff	✓	✓	6
2.	A creative approach to the development of the curriculum to meet student need		✓	6
3.	Competent in IT with excellent administrative and organisational skills	✓	✓	6
4.	Excellent communication skills	✓		6
5.	Good analytical and report writing skills		✓	4
6.	Able to use ILT effectively to benefit students	✓	✓	4
7.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
8.	Working knowledge of Building and H&S Regs	✓	✓	6
Experience				
1.	At least 2 years successful teaching within one of the programme subject areas	✓		6
2.	Proven track record of setting and achieving challenging improvement targets	✓	✓	6
3.	In depth knowledge of the key themes and importance of Equality & Diversity, Safeguarding, Prevent and the British Values agenda	✓	✓	6
4.	Sound knowledge and understanding of the funding methodology and qualification frameworks		✓	4
5.	Considerable and successful facilities/estates management experience	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Teacher Training qualification e.g. PGCE or Certificate in Education or DTLLS Certificate in Teaching	✓		6
4.	NEBOSH General Certification or equivalent level in Health and Safety	✓	✓	4



Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.