

JOB DESCRIPTION

Job Title : **Programme Lead- Employer Engagement (EE)**

Responsible to : **Head of Construction & Engineering (EE)**

Functional Liaison with: Executive Director of Operations
Head of Quality Improvement & Innovation
Vice Principal – Employer Engagement
Key external and internal stakeholders

Responsible for : Supporting the Head of Construction and Engineering with the delivery of Apprenticeships through the daily ongoing management of staff Learners and Employers across the Department.

Main Purpose : To provide support to the Head of Department across all aspects of compliance, quality assurance and quality improvement and be responsible for ensuring the teaching, learning and assessment provision within Employer Engagement, is outstanding and that each Learner is successful in achieving their Apprenticeship or other Learning outcome.

Be responsible for e-portfolio compliance and standardisation across department by all users, ensuring data accuracy and support Department Head and other Programme Leads with data collection and data analysis

Support Head of Department with timetabling, register creation and monitoring of all day release aspects of programme.

Be responsible for meeting requirements for awarding organisations in all matters relating to verification, assessment, and registration of candidates, assessors and verifiers

To support the management of the curriculum area within WSC policies and procedures

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- 1 Assist the College Management Team in promoting the Corporation's values and desired behaviours throughout the subject area.
- 2 Manage the delivery and promotion of a high quality programme in line with the College mission and aims, Government policy and local knowledge of the aspirations of individuals, partner organisations and other stakeholders. This will ensure the needs of the learner are at the centre of the subject area's activities including:
 - 2.1 Taking responsibility for ensuring the highest quality of delivery of learning for the subject area and the College.
 - 2.2 Supporting the delivering of a responsive and flexible programme meeting the needs of the Learners, Employers and the requirements of awarding and funding organisations.
 - 2.3 Working closely with partners and external stakeholders
 - 2.4 Support the Head of department in monitoring Learner progress through the 121 process and work with internal and external delivery staff to ensure appropriate action is taken.
- 3 Promote a rigorous approach to quality in all subject areas including:
 - 3.1 Support the management of the complete internal quality assurance process for the subject area including robust monitoring of all off-the-job learning activities and supporting records.
 - 3.2 Carrying out regular developmental teaching, learning and assessment observations with internal and external delivery staff across all aspects of learning programmes delivered.
 - 3.3 Facilitating regular Professional Development contributing to improvements and lead on standardisation sessions for all staff across the department in relation to OneFile, My Skills for Success, ILP and Functional Skills
 - 3.4 Liaise with awarding organisations and external verifiers where necessary
 - 3.5 Assist the Head of Department in maintaining an appropriate learning and Assessment environment ensuring that activities undertaken are fully compliant, at all times, with all relevant Awarding Organisation and Statutory regulatory criteria.

- 4 Ensure administration and electronic portfolios are kept up-to-date across the department and monitor the progress of all students, taking up any issues with relevant employers and delivery staff, ensuring that they follow up any learners at risk and report progress to Head of Department
- 5 Assist with the work of promoting the Department as appropriate including leading on the implementation of new OneFile initiatives and Apprenticeship Standards across the department where appropriate.
- 6 Undertake at least 30 hours of personal, professional development annually, making a strong commitment to the development of the department
- 7 Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
- 8 Undertake any other duties as directed by the Principal or by delegated authority.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	<ul style="list-style-type: none"> • Relevant professional qualifications at L3 or above • Maths and English qualifications to an appropriate level. • Achievement of relevant assessor and verifier awards, a teaching qualification and or willingness to achieve qualification within agreed timescales. 		I,A,
Knowledge and Skills	<ul style="list-style-type: none"> • Detailed knowledge of Apprenticeship Standards, EPA requirements and the implications of assessment strategies for the department not being met • Understanding of how assessment for learning enhances outcomes • Good communicator • Excellent attention to detail • Working knowledge of current best practice in Health & Safety 	<ul style="list-style-type: none"> • Supervisory or Team leading experience • Able to lead and influence a team of remote working internal and external staff 	A,I,P
Experience	<ul style="list-style-type: none"> • Current and relevant experience of successfully delivering programmes of learning in the FE sector. • Enthusiasm for, and full commitment to, the area of work and the ability to convey this to staff, learners and other stakeholders • Effective relationship building with key stakeholders both internal and external to an organisation • Experienced e-portfolio practitioner 	<ul style="list-style-type: none"> • Experience of teaching/learning/assessment of learners and delivering successful outcomes within Apprenticeship programmes • Current experience of assessment and verification of Apprenticeship programmes 	A, I,
Personal Qualities	<ul style="list-style-type: none"> • Effective Communicator • Highly effective organisational, administrative and IT skills. • Effective interpersonal skills • Capacity to work under pressure and meet a variety of deadlines. 		A, I,
Training	Willingness to attend, undertake any training or development as, or when appropriate.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 24 days, plus public holidays, raising to 29 days on completion of 5 years service.
2. New appointments to the College are subject to a twelve month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.