Assistant Area Head of Public & Leisure Services
Annual Salary Up To £38,096k
Full Time

BENEFITS INCLUDE:
35 days holiday, plus bank holidays
Defined benefit pension with around 15% employers contribution

JOB REF: 17-197

Colchester Institute is looking for an Assistant area head of Public and Leisure Services to assist the Area Head in the operational management and quality assurance of programmes within the area and to ensure and promote the quality of teaching and learning on all programmes.

The successful applicant will have a teaching role within the area while assisting with operational responsibility for all courses within the area, which could include Further Education Programmes of Study, Full Cost courses and Apprenticeships/ Higher Apprenticeships.

The ideal candidate will hold a Teaching qualification to a minimum of level 4 (e.g. Certificate in Education) as well as having a Vocational or academic qualification to minimum of Level 3. You will have Significant knowledge and experience of current practices and innovations in this area, including direct course leadership as well as showing evidence of leading and supporting staff in the development of excellence in teaching, learning and assessment embracing innovative practice and leading to demonstrable positive impact.

Closing Date: 5th August 2018
Interview Date: 28th/29th August 2018

To Apply
You can apply by sending your CV with a cover letter, or by completing one of our application forms, and sending by email to jobline@colchester.ac.uk quoting the job reference. Please contact Human Resources using this email address or call 01206 712079 if you have any queries.
ABOUT US

WITH OVER 11,000 STUDENTS AND 1,200 STAFF, COLCHESTER INSTITUTE IS ONE OF THE LARGEST PROVIDERS OF GENERAL FURTHER EDUCATION, HIGHER EDUCATION, AND SKILLS TRAINING IN THE REGION.

Colchester Institute has a clear dedication to meeting student and employer needs. We operate across three main campuses in Colchester, Braintree and Clacton, each with their own individual atmosphere and characteristics, along with a number of other learning sites in north Essex.

In this network of delivery locations we have some of the best facilities in the country for learning and training delivery. This includes state of the art workshops and equipment, with recent additions including a £6m STEM Innovation Centre at the Braintree Campus (2017) and a £10m STEM Centre at Colchester campus (2016), both supporting innovative teaching in a range of subjects including engineering, manufacturing, construction, and digital technologies.

But this is just a flavour of the breadth of offer and facilities; we have dedicated provision and facilities for catering and hospitality, hairdressing and beauty therapy, art, design, fashion, photography, business, administration, accounting, childcare and early years, computing, IT, web design, English, maths, film, media, foundation studies, music, performing arts, sport, travel, public services, health, science and teacher training.

As well as the ability to offer bespoke courses to students and employers in specialist areas such as gas, plumbing and electrical industries, and in the areas of business, management and general staff training. We also provide part time, recreation and leisure courses, and those leading to further and higher-level qualifications and apprenticeships.

We enjoy positive accredited status including Ofsted – Good, Quality Assurance Agency for Higher Education – Commended, and Teaching Excellence Framework award – Silver. For fifty years we have equipped thousands of students and employers with the skills they have needed to realise their aspirations and helped students of all backgrounds exceed their potential.

Our main Colchester campus is located in the heart of Britain’s oldest recorded town and Roman capital. Just a five-minute walk from the main town centre, it is easily accessible by road and rail via the A12/A120 and Colchester North station, which is served by direct trains from London Liverpool Street, Chelmsford, Ipswich and Norwich.

www.colchester.ac.uk/jobs
JOB DESCRIPTION

JOB TITLE: Assistant Head of Public and Leisure Services

REGULATED ACTIVITY: Yes

RESPONSIBLE TO: Area Head of Public and Leisure Services

LINE MANAGEMENT OF OTHER STAFF: Yes

LOCATION: Colchester

SALARY SCALE: £36,987 - £38,096

PURPOSE STATEMENT:

To deputise for the Head of Area as required. To assist the Area Head in the operational management and quality assurance of programmes within the area and to ensure and to promote the quality of teaching and learning on all programmes. To act in a line management capacity for a number of staff within the area. This role will include a reduced teaching load in order to carry out the management duties and this reduction is reviewed annually.

MAIN TASKS

To undertake a teaching role within the area.

To assist with operational responsibility for all courses within the area, which could include Further Education Programmes of Study, Full Cost courses and Apprenticeships/ Higher Apprenticeships.

To assist with managing staff and resources to ensure excellence in teaching, learning and assessment to ensure students make excellent progress and achieve positive destinations.

To take a lead role in promoting the excellence of teaching and learning in the area, including supporting colleagues and disseminating best practice in the area.
and promoting it across the College including as part of cross College teaching and learning development groups.

Main Duties:

1. To deputise for the Head of Area when required.

2. To provide a lead on the quality of teaching, learning and assessment in the area, ensuring the best practice is developed and consistently applied, undertaking and delivering continuing professional development sessions to teaching staff where required.

3. To be a member of the cross College teaching and learning development group, promoting and sharing best practice.

4. To assist with preparing staff timetables to ensure effective staff utilisation within the team.

5. To liaise with timetabling to ensure issues with registers and rooming are resolved.

6. To ensure adequate cover for staff sickness and monitor cover arrangements.

7. To provide effective line management for directly reporting staff (and counter signatory staff where appropriate) in the areas of communication, engagement, and resource and performance management – this will include direct actions on and management of staff welfare and wellbeing, discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required – taking relevant and appropriate advice and seeking developmental support as necessary to carry out these activities.

8. To assist with the monitoring of student behaviour, disciplinaries and pastoral support.

9. To assist with managing the physical and material resources necessary to support curriculum delivery.

10. To liaise with the Head of Area to ensure the effective deployment of staff and non-staff resources.
11. To assist the Head of Area with other duties such as:

- Promotion and marketing of programmes.
- Curriculum quality including management of student recruitment, and improving retention and achievement.
- Providing support for the development of excellent practice in teaching staff as appropriate.
- Researching and advising on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above for the Area or the College.
- Ensuring continuous improvement of curriculum offer and the implementation of new courses including full cost, and other new income streams.
- Contributing to specialist project teams as necessary within the area and across the College and to disseminate information from such work.

12. Undertaking such other duties as may be required by line management.

13. Work to promote and apply the College’s Equality and Diversity Policy and Practices.

14. Work to promote and apply the College’s Safeguarding policy and practices.

July 2018

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.
Person Specification

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<tr>
<th>Qualifications/training</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>Good standard of general education to level 2 indicated through good GCSE results or equivalent including Maths and English GCSE grades 9-4.</td>
<td>An undergraduate degree or postgraduate qualification</td>
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<td></td>
<td>Vocational or academic qualification to minimum of Level 3</td>
<td>Assessor/Verifier awards or equivalent</td>
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<td></td>
<td>Teaching qualification – minimum of Level 4 (e.g. Certificate in Education or equivalent)</td>
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<td></td>
<td>Evidence of continuing professional development</td>
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<tr>
<th>Knowledge/experience</th>
<th>Significant knowledge and experience of current practices and innovations in this area, including direct course leadership</th>
<th>Experience of learner responsive curriculum development</th>
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<td></td>
<td>Evidence of the effective management or co-ordination of a team of staff, demonstrating improvements in quality and success indicators’ to achieve excellence</td>
<td>Experience of electronic portfolios and Moodle / Virtual Learning Environments</td>
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<td>Evidence of leading and supporting staff in the development of excellence in teaching, learning and assessment embracing innovative practice and leading to demonstrable positive impact</td>
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<td>Evidence of effective and efficient management or co-ordination and deployment of staff and non-staff resources in the support of a high quality student experience</td>
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<td></td>
<td>Experience of proactive curriculum development, promotion and marketing which ensures continuous improvement of the curriculum offer and associated areas – e.g. apprenticeships, full cost and other new income streams to meet the needs of employers</td>
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<td>Experience of developing effective pastoral care and learner support systems within study programmes</td>
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<td>Experience of managing challenging learners effectively</td>
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<td>An awareness of the importance of Equality and Diversity</td>
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<td>An understanding of safeguarding and PREVENT and a commitment to creating a safe learning environment</td>
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| **Skills /abilities** | Proven effectiveness in the leadership or coordination of a team of staff.  
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives  
The ability to work effectively with colleagues within the Faculty and across college  
Excellent communication skills, including oral and written  
Good general IT skills  
Adapts to meet changing requirements of the job and the college  
Works flexibly and puts in the hours needed to meet the job and College requirements  
Willingly takes on new tasks  
Works to a high degree of accuracy including the effective use of data, curriculum planning and timetabling  
Meets targets/objectives and timescales  
Follows College procedures and proactively manages individual and team compliance |
| **Special Requirements** | Ability to manage special projects  
Ability to travel between campuses |
Staff Benefits

Holidays – 40 days for lecturing staff plus bank holidays, 28 days rising to 33 days for business support staff after 5 years’ service plus bank holidays and 35 days plus bank holidays for academic management staff.

Pension scheme – membership of a Defined Benefit Pension Scheme, either the Local Government Pension Scheme or the Teachers’ Pension Scheme, both with significant employer contributions and both with life cover and survivor pension.

Teaching and assessor qualifications funding support – if college budget allows for teaching staff this can include Certificate in Education/Post Graduate Certificate in Education qualification, and can equate to £12k support.

Salary – will be paid in accordance with the appropriate salary band where annual increments may be payable in addition to a cost of living pay award until the maximum of the banding is reached.

Travel expenses – reimbursement of the cost of travel expenses in line with expenses policy to the exclusion of travel expenses between home and normal work location.

Occupational sick pay – in the unfortunate circumstance of sickness absence, occupational sick pay from day 1, with an allowance increasing to up to 6 months full pay and 6 months half pay after 5 years’ service – full details available on request.

Learning and development and continuing professional development – an organisational commitment to staff development, with an in-house Training & Development department responsible for arranging on-site training as well as booking external conferences and events.

Travel discounts – discounted travel on local and regional bus and rail networks, with the Colchester campus being close to the mainline Colchester station on the London to Norwich intercity rail service and with access to a number of local rail lines.

Cycle to work scheme – salaried employees can purchase a new bike and accessories and make savings on income tax and National Insurance. These savings can be equivalent of up to 40% of the retail price of the bike and equipment.

Childcare vouchers – these enable employees to make savings on childcare costs by sacrificing part of their salary for childcare vouchers. Within specified limits, these vouchers are non-taxable and exempt from National Insurance contributions and therefore represent a saving.

Free onsite gym and fitness facilities – at our Colchester campus free use of a gym is available that is run by our staff for our employees and students to use. There is also the use of a sports hall available with staff using this for basketball and badminton.

Discounted onsite hair and beauty facilities - our onsite salons offer a wide range of hair, beauty and holistic services at very competitive prices. Treatments are carried out by students under the full guidance of experienced lecturers. Employees are entitled to a 15% discount.

On Site Food & Drink facilities - Colchester Campus has a takeaway food service operated by the Centre for Hospitality & Food students. Here you can taste foods prepared freshly by students at low prices. Also on site at Colchester Campus is the Balkerne Restaurant where you can enjoy a full dining experience at incredibly low prices.
On-site MOT and Servicing - all work will be carried out by a fully qualified and experienced mechanic assisted by students. This provides students with a 'real world' garage experience to help them flourish upon completion of their qualification. In addition, all this will be conducted in the fully accredited 'state of the art' workshops run by the college.

Staff Association - run by staff on a voluntary basis. All employees joining automatically become members of the Staff Association. The aim of the Staff Association is to organise as many varied social events throughout the year to include all staff members and their close families.

Employee Assistance Programme – a 24/7 service available to employees and their immediate families providing free and confidential advice and support for personal issues; the programme also allows access to a Savings Centre where savings of up to 50% can be made with a large number of retailers.

Wellbeing – a range of activities under our wellbeing programme include items already listed here plus choir and initiatives such as Wellbeing Days where a range of sporting, health and socialisation activities take place for staff.

VDU Users – contribution to eye tests and glasses if required for VDU users via our corporate partner, Vision Express; employees receive a free eye test and if glasses are required, a contribution of £45 towards these is covered.

Colchester Institute Course Discounts - 35% discount off a number of courses including Higher Education courses, and a 10% discount off other courses, further details can be provided.

Colchester Campus Nursery and Pre School Discount – there is a privately-run nursery and pre-school located right next to Colchester campus which enables parents to have easy drop off and collection with employees enjoying a 10% discount.

Discounted reprographic printing and PC software – employees have access to reprographic printing and purchase of PC software such as Adobe and Microsoft products at low / discounted prices.

Purchase of NUS card – employees can purchase an NUS card which then allows for a range of savings including those from a wide range of retailers / services e.g. Amazon online, Topshop/Topman, Pizza Express, Zizzi, Odeon, Cineworld and Vue.

A number of direct retail discounts – for example, discounts on purchases from The Book People, 5% discount and free delivery for purchases from Kent Blaxill, 10% discount on purchases made at the Tiptree Tea Room at the Minories Colchester, 10% discount at Kiddi Karu nurseries, 10% discount at the Lifehouse Spa and Hotel, and discount on membership for Leisure World Colchester with facilities.