

## 19-025RR – Work Based Learning Manager – Construction

<b>Hours:</b>	37 hours per week, 52 weeks per year
<b>Salary:</b>	£37,357 - £38,477 per annum
<b>Duration:</b>	Permanent
<b>Location:</b>	Colchester

**Are you ready for your next career move in a dynamic and rewarding environment?**

**This is an exciting opportunity to join our growing Construction and Engineering department in a role which will enable the development of the next generation of Construction and Engineering Apprentices.**

Colchester Institute's mission to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include placing the success and wellbeing of students and an outstanding student experience at the heart of our choices.

We are looking for a creative and effective individual who can manage our programmes of Work Based Learning and Apprenticeships in Construction.

You will have a background in the sector and experience of teaching or training. In addition we are looking for someone who can organise and drive forward the Apprenticeship programme including monitoring the quality at every point of the process.

You will need a Level 5 teaching qualification to complete this role – if you do not already have this we will support you to gain the Certificate in Education.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

**Closing date: 19<sup>th</sup> April 2020**

To apply please complete our Application form and return by email to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

[Download Application Form \(.docx\)](#)

[Download Application Form \(PDF\)](#)

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check, therefore you will also need to complete a Disclosure of Criminal Convictions form which can be downloaded from the following links:

[Download DBS Check Form \(PDF\)](#)

[Download Application Form \(.docx\)](#)

Please contact Human Resources on [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) or call 01206 712333 if you have any queries or would like further information.

Additional Information

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.*

*Please visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College.*

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Work Based Learning Manager – Construction</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Business Development Manager – Construction and Engineering</b>
<b>Line Management of other staff:</b>	<b>Yes</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range S38-39</b>

### **Purpose Statement:**

**To manage the effective delivery, development and quality of apprenticeships and other vocational work preparation programmes, across a range of construction and engineering disciplines.**

### **Main Duties & Responsibilities:**

<b>1</b>	To, at all times, promote a culture of high expectations for students in all aspects of their training and work readiness.
<b>2</b>	To work closely with other managers, delivery staff and the college's business solutions team ensuring high quality apprenticeship programmes and other training solutions are provided for students, employers and stakeholders.
<b>3</b>	To lead on the development and implementation of new programmes and initiatives in line with employer demand and regional and sector need.
<b>4</b>	To take responsibility for quality and performance within programmes of study including the management of student recruitment and improving retention and achievement rates.
<b>5</b>	To lead in the validation of new courses and qualifications as appropriate.
<b>6</b>	To monitor and control budgets to meet identified income targets and manage resources effectively including staff associated with the faculty.
<b>7</b>	To observe assessments and or teaching processes and provide feedback and support for staff in order continuously improve levels of quality and performance within the areas.
<b>8</b>	To liaise competently and professionally with employers, and other customers, in providing high quality apprenticeship programmes in line with the college's employer engagement strategy.

9	<p>To provide effective line management for directly reporting staff in the following areas:</p> <ul style="list-style-type: none"> <li>• Communication - management of staff welfare and wellbeing.</li> <li>• Engagement and resource - inspire and motivate staff including undertaking recruitment, lesson observations, performance reviews and setting targets and taking action as required.</li> <li>• Employee Relations matters – Inform line manager of any concerns with staff discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required.</li> <li>• Financial Resilience - effective budget management in line with company policy.</li> </ul>
10	To develop and update personal professional expertise in the relevant areas.
11	Adhere to and promote the College’s Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
12	To undertake any other associated duties determined by the college.

*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*

## Colchester Institute Person Specification

### Position: *Work Based Learning Manager – Construction*

	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
Education to level 3 or above and/or a professional qualification in in a relevant construction based technical subject or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Teaching Qualification / completing within 3 years of employment or 3 years of the first available course	✓		A / I
Assessor/Verifier Awards	✓		A / I
Level 4 Qualifications in a subject relevant to this post		✓	A
Level 2 qualification in Health and safety		✓	A
<b>Experience</b>			
Experience of curriculum development within construction subjects in line with employers or customer needs	✓		A / I
Significant experience of working and communicating with construction based companies to a high standard of customer care	✓		A / I
Experience of curriculum development within construction subjects in line with employers or customer needs	✓		A / I
<b>Knowledge and Skills</b>			
Knowledge of current practices and innovations in WBL and apprenticeships within	✓		I

the field of construction, and associated disciplines			
Ability to manage and meet budgets	✓		I
Excellent interpersonal, oral and written communication skills	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I
Up to date knowledge of awarding body requirements within construction and associated disciplines including functional skills		✓	I
Experience of E portfolio systems		✓	A/I
Experience of working with Quality systems		✓	A/I
<b>Personal Attributes</b>			
A strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test