

Job Description

Job Title:	Assistant Area Head – Professional Construction and HE Engineering.
Responsible To:	Head of Engineering, Manufacturing and Professional Construction
Line Management of other staff:	Yes
Location:	Colchester
Salary:	£47,443.44 - £48,713.28 per annum (Including Skills Supplement) Plus, Introductory Bonus worth £5,000 upon Successful Completion of Probationary Period
Date of last review:	April 2025

Purpose Statement:

To assist the Area Head, and deputise as appropriate, in the operational management and quality assurance of programmes in Engineering and Professional Construction. To be responsible in particular for the effective planning and delivery of Higher Education (HE) programmes in Engineering (Levels 4 to 6) and programmes in Professional Construction from Levels 3 to 6.

Main Tasks:

- To act in a line management capacity for an allocation of delivery staff within the areas of HE Engineering and Professional Construction.
- To undertake a case load of teaching within the area. This role has reduced teaching hours (reviewed annually) to enable management duties to be effectively carried out.
- To oversee the delivery of Advanced and Higher-Level programmes which currently include:
 - T Level in Professional Construction
 - *HNC (HTQ) in Construction (from September 2025)
 - *BSc Construction
 - *HNC/Ds in Engineering
 - *BSc Engineering
 - *All of the above HE courses are offered through both classroom-based and Apprenticeship routes
- To provide academic leadership in respect of new course approvals and validations; quality assurance and to represent the area at HE Awards Boards
- 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.

Main Duties & Responsibilities:

1	To provide a lead on the quality of teaching, learning and assessment in the area, ensuring that best practice is developed and consistently applied, undertaking, and delivering continuing professional development sessions to teaching staff.
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2	To provide academic leadership for the relevant programme areas, in line with appropriate awarding organisation/validating university regulations and procedures
3	To prepare staff timetables to ensure effective staff utilisation within the team.
4	To liaise with timetabling to ensure registers and rooming are correct.
5	To ensure adequate cover for staff sickness and monitor cover arrangements.
6	<p>To provide effective line management for directly reporting staff in the following areas:</p> <ul style="list-style-type: none"> • Communication, holding regular team meetings and individual check-ins • Management of staff welfare and wellbeing. • Engagement and resource - inspire and motivate staff including undertaking recruitment, induction and training, lesson observations, performance reviews, setting targets and agreeing development actions as required. • 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. • Financial Resilience - effective budget management in line with College financial regulations and procedures
7	To monitor student behaviour, disciplinaries and ensure the provision of appropriate pastoral support.
8	To assist with managing the physical resources necessary to support curriculum delivery.
9	To liaise with the Head of Area to ensure the effective deployment of both staff and non- staff resources.
10	<p>To assist the Head of Area with other duties such as:</p> <ul style="list-style-type: none"> • Promotion, marketing and recruitment to programmes; • Liaison with employers and stakeholders to ensure the currency of curriculum and to ensure elements of co-delivery where possible; • Curriculum quality to ensure the best possible student retention, achievement and progression; • 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; • 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;
11	To attend the College's Higher Education Management Forum working closely with other HE colleagues to ensure the very best outcomes for learners, employers and external stakeholders.

12	To be a member of the Engineering and Professional Construction Management group working closely with other managers in particular the Apprenticeship Manager, to ensure the very best outcomes and service for learners, employers and external stakeholders are provided.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's values, and to ensure adherence to the College's Safeguarding, Diversity, Equity & Inclusion, and Health and Safety policies and practices.
15	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

Person Specification

Job Title:

Assistant Area Head – Professional Construction and HE Engineering

Qualifications	Essential	Desirable	How is this assessed?
Level 6 qualification in either Engineering or Professional Construction related subjects.	✓		A
Minimum Level 2 qualification in English and Mathematics - GCSE grade 4+ or equivalent	✓		A
Level 5 Teaching Qualification	✓		A
Minimum 2 years teaching experience	✓		A
Assessor/Verifier Awards or a willingness to achieve within six months of starting the position.	✓		A
Evidence of continuing professional development.	✓		A
Experience	Essential	Desirable	How is this assessed?
Extensive knowledge and experience of current practices and innovations within the Engineering or Professional Construction sectors.	✓		A / I
Good knowledge and experience in current practices and innovations within Higher Education.	✓		A / I
Proven evidence of effectively leading teams, or the passion, desire, and abilities to transition from a teaching role into a leadership role.	✓		A / I
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.		✓	A / I
Experience of proactive curriculum development, promotion and marketing to ensure continuous improvement of the curriculum offer and development of other new income streams to meet the needs of candidates and employers.	✓		A / I / P

Experience of developing and delivering effective pastoral care and learner support systems within programmes.	✓		I
Experience of managing challenging learners effectively.	✓		I
Experience of Moodle / Google Classroom / Virtual Learning Environments/ AI.		✓	I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good knowledge of proposed changes to practice / curriculum reform within HE and FE.	✓		A / I
Proven effectiveness in the leadership or co-ordination of a team of staff or can demonstrate / evidence the abilities and approach to successfully lead a team of staff.	✓		I
The ability to analyse strategically, make decisions and plan cost effective curriculum solutions and generate new initiatives.	✓		I
The ability to work effectively with colleagues within the area and across college.	✓		I
Excellent communication skills, including oral and written.	✓		A / I
Good general IT skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Willingly takes on new tasks.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Work to a high degree of accuracy including the effective use of data, curriculum planning and timetabling.	✓		I

Meets targets/objectives and timescales.	✓		I
Follows College procedures and proactively manages individual and team compliance.	✓		I
The ability to work effectively with colleagues (including effectively line management of staff) within the area and across the College.	✓		I
Proactive approach to work and the ability to independently manage workloads.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

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