**Job Description**

**Job title:** Curriculum Leader of Construction

**Responsible to:** College Principal

**Date:** January 2022

# Purpose:

* To be accountable for leading, managing and developing the Construction Department in the Vocational Centre.
* To be accountable for student progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the department, in accordance with the aims of the college and the curricular policies determined by the Trustees and Principal of the college.

# DUTIES AND RESPONSIBILITIES

# Operational/Strategic Planning

* To lead the development of appropriate syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the department.
* The day-to-day management, control and operation of course provision within the department.
* To actively monitor and follow up learner progress across all areas of the department.
* To implement college policies and procedures e.g. equal opportunities, health and safety, COSHH.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of learners and to the aims, objectives and strategic plans of the college.
* To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of learners within the subject area, and the aims and objectives of the college.
* To ensure that the work in the curriculum area fully reflects the college’s distinctive ethos and mission.
* To foster and oversee the application ICT in Construction Department for independent learning.
* To ensure that health and safety policies and practices including risk assessments, throughout the department and in-line with national requirements and are updated where necessary, therefore liaising with

the college’s Principal.

Curriculum Provision

* To liaise with the Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the College Improvement Plan/college evaluation.
* To be accountable for the development and delivery of Construction Department in the Vocational Centre.

Curriculum Development

* To lead curriculum development for the whole department.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To take a leading role in Construction Department in the Vocational Centre’s developments and cross curricular links with other subjects.
* To liaise with the Principal to maintain accreditation with the relevant examination and validating bodies.
* To be responsible for the development of key skills in Construction Department in the Vocational Centre.
* To ensure that the development of Construction Department in the Vocational Centre and Health subjects is in line with national developments.

Staffing

* To be responsible for the day-to-day management of staff within the Construction Department and act as a positive role model.

Management Information

* In conjunction with the relevant Team member, to manage the department’s collection of data.
* To provide the Governing Body with relevant information relating to the departmental performance and development.

Communications

* To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To liaise with Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the departments’ views and interests.

Marketing and Liaison

* To lead where necessary at liaison events in partner schools and the effective promotion of subjects at Open days/evenings and other events.
* To actively promote the development of effective subject links with external agencies.

Management of Resources

* To manage the available resources of space and equipment efficiently within the limits, guidelines and procedures laid down, organising and maintaining equipment and stock, and keeping appropriate records.
* To work in order to ensure that the department’s teaching commitments are effectively and efficiently time- tabled and roomed.

Student Support

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with student’s progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
* To ensure the behaviour management system is implemented in the department so that effective learning can take place.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

# Person Specification – Curriculum Leader of Construction

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| **1** | **QUALIFICATIONS** |  |
| A | A Certificate in Education, or an appropriate Teaching Qualification or Assessor Awards | **E** |
| B | A Specialist Qualification in subject area across all levels | **E** |

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| **2** | **EXPERIENCE** |  |
| A | Evidence of successful teaching and industry experience within the appropriate context | **E** |
| B | Experience of assessing learners | **E** |

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| **3** | **ABILITIES/SKILLS** |  |
| A | Teaching skills to work successfully with learners of varied ages, backgrounds and abilities including evidence of suitability to work with vulnerable children and young adults | **E** |
| B | Ability to teach in the subject areas covered by the post | **E** |
| C | Ability to use ICT/e-learning successfully to deliver a high-quality teaching and learning experience | **D** |
| D | A current knowledge of the procedure and techniques in subject area | **E** |
| E | Working knowledge of Health and Safety legislation | **E** |
| F | Ability to motivate, encourage and support learners | **E** |
| G | Ability to work without direct supervision and able to develop own skills | **E** |

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| **4** | **KNOWLEDGE** |  |
| A | Sound knowledge of safeguarding and confidentiality in an educational setting | **E** |
| B | A good awareness of specific learning difficulties | **E** |
| C | Basic Skills – Math’s & English Level 2 equivalent to GCSE grade C or above | **D** |
| D | Assessors Awards (or willingness to work towards) | **E** |
| E | Knowledge of GDPR protocols | **D** |
| F | An understanding of educational policies and procedures | **D** |

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|  | **OTHER** |  |
| A | Commitment, loyalty to College’s vision | **E** |
| B | Ambition and drive to support the College’s development | **E** |
| C | Self-motivated | **D** |
| D | Current driving licence | **D** |

***E*** *– Essential -* ***D*** *- Desirable*