

JOB DESCRIPTION

Post: Head of Renewable Energy and Engineering

Hours: 37 per week

Responsible to: **Assistant Principal**

Summary of post: To be responsible for leading and managing a curriculum department to promote high standards in a positive and supportive culture that aspires excellence. Taking the lead in the development and design of the College's green skills curriculum with a focus on renewable energy.

Main Tasks and Responsibilities

As a Leader of Learning

1. Establish high expectations of staff, learners and apprentices leading to high standards of behaviours, attitudes, and promotes equality, diversity and inclusivity.
2. To ensure learners and apprentices are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with College Policies and Procedures.
3. To ensure learners and apprentices receive their learner entitlement to engage with a wider learner experience that allows opportunity for personal development to prepare them for their next steps of work and life.
4. Maintain strong leadership links with stakeholders to ensure the department remains industry relevant .
5. To ensure that staff actively embrace and engage in professional development to enable the department to flourish.
6. To lead the design and development of an innovative green skills curriculum, working with strategic partners and other stakeholders to drive an ambitious suite of qualifications and training aligned to renewable energy initiatives.
7. To lead the drive for quality improvements in teaching, learning and assessment to be innovative and aspirational when planning the curriculum.
8. To ensure that all pathways provides opportunity for all learners and apprentices to move onto successful careers and contribute to their community.

9. To take overall leadership for the development and embedding of Mathematics and English within the curriculum area.

As a Leaders of Resources

10. To continue to develop and enhance the College's new Renewable Energy Centre to ensure it is meeting the needs of employers and individuals.
11. Achieve financial targets in line with Curriculum Areas' and strategic objectives.
12. To grow income where possible by identifying and realising commercial opportunities and seeking to secure funding bids for course developments.
13. To manage the aspects of the College strategic and annual business planning and budgeting processes.
14. To effectively plan challenging targets and manage a delegated curriculum budget to maximise the benefits to the learner experience.
15. To ensure delivery and completion of the annual planning, development and review process throughout the Curriculum Areas
16. To ensure high quality resources and facilities are maintained and safe working practices are adhered to in training and work.
17. To ensure learner data in the college management information systems are accurate and meet compliance requirements for all funding streams.

As a Leader of People

18. To ensure the quality framework of teaching, learning and assessment is carried out and staff receive effective feedback to improve their practice.
19. To be responsible for the curriculum area self-assessment cycle to evaluate the quality of provision with participation from stakeholders (including awarding bodies, employers and learners and apprentices) to construct focused improvement plans for the department.
20. To ensure staff have the support and development to excel in their roles through regular performance progress reviews.
21. To ensure that underperformance is managed in a timely, efficient manner in line with college policies.
22. To support the wellbeing of staff within the department to enhance the resource available to support the learner experience.

23. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
24. To line manage academic and support roles within the department.

Teaching Responsibilities:

1. To fulfil the role of the lecturer/ trainer/ assessor within the department for 216 per annum.

General Duties and Responsibilities:

1. To participate in the Staff Performance Management processes and to undertake training based on individual and service needs.
2. To engage in the College's Professional Development scheme to develop yourself in your role and your team.
3. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality and diversity.
4. To comply with all College policies and guidelines in respect of your role, including health & safety, data protection and safeguarding.
5. To demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
6. To undertake continual CPD to support the College culture of continuous improvement and to keep up to date with the skills required to fulfil the role.
7. To be an integral part of the College's curriculum and quality assurance systems.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with the role as may be reasonably requested.
10. To take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
11. To work across any College campus in order to undertake duties consistent with the post.

Please note:

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.