

**JOB DESCRIPTION**

**Job Title:** Head of Department – Engineering  
**Responsible to:** Assistant Principal

**Responsible for:**

**1. Job Purpose**

- 1.1 Support the development of the Engineering provision across the College
- 1.2 Support the management team in maximising the use of physical resources and the utilisation of staff

**2. Key Responsibilities**

- 2.1 To develop and implement policies and procedures which support the quality improvement of the area
- 2.2 Lead members of a team to deliver appropriate curricula and ensure the sharing of good practice
- 2.3 To lead on quality compliance and enhancement
- 2.4 Have responsibility for promoting and safeguarding the welfare of young persons that you are responsible for, or come into contact with
- 2.5 To develop links with the construction industry, employers and training providers with the focus of participating in new construction initiatives, increasing work based learning and work experience opportunities for all levels of learners.

**3. Specific Duties**

- 2.6 Plan and deliver teaching/learning programmes using a flexible range of strategies and teaching materials
- 2.7 To improve promotion of new and existing provision in conjunction with other service areas of the College
- 2.8 To liaise with external partners, stakeholders, employers and other organisations regarding the development and management of the provision

**4. General Duties**

- 4.1 Work within agreed targets/objectives agreed with the Deputy Principal
- 4.2 Promote Professional Development for all staff in the curriculum areas
- 4.3 Undertake relevant administrative tasks to a high standard as required by the Assistant Principal
- 4.4 Participate in routine College events as required
- 4.5 Undertake staff development as appropriate to ensure your own professional development remains current
- 4.6 Ensure the College's policies on Health and Safety are fully implemented
- 4.7 Observe and implement the College's Equal Opportunities Policy
- 4.8 Undertake such other duties as may be reasonably required by the Chief Executive commensurate with the grade of the post

**5. Budget Responsibility**

The post holder is a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

**6. Continuing Professional Development**

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

**7. Health and Safety**

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

**8. Equality and Diversity**

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

**9 Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Respect for learners and staff
- Professionalism
- Excellence in service delivery
- Commitment
- Transparency

**10. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**11. College Policies and Procedures**

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal)** .....

**Date:**.....

**Signed: (Post holder)** .....

**Date:**.....

### Head of Department - Engineering

		E	D	How?
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant degree or equivalent</li> <li>• Teaching qualification</li> <li>• Evidence of attainment at Level 2 English and Math</li> <li>• Evidence of continuing professional development</li> <li>• Assessor/verifier experience/qualifications</li> <li>• Management qualification</li> </ul>	E E E	D  D D	A A A A A A
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of curriculum developments</li> </ul>	E E		A/I A/I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of teaching and leading on a range of programmes</li> <li>• Developing and planning programmes</li> <li>• Internal moderation of programmes</li> <li>• Setting and achieving improvement targets</li> <li>• Successful experience of managing new developments and/or projects</li> </ul>	E  E E E E	    D	A/I A/I A/I A/I A/I A/I A/I
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work within and lead a team</li> <li>• Ability to devise and deliver learning opportunities to meet group and individual needs</li> <li>• Good interpersonal skills/communication skills</li> <li>• Ability to maintain accurate and relevant documents and records</li> <li>• Ability to work to deadlines set by clients, awarding bodies and the College</li> <li>• Ability to work flexibly and on own initiative to meet the needs of the College</li> <li>• Ability to support staff positively to achieve best results</li> <li>• Ability to deal with student problems either directly or by referral</li> </ul>	E E  E E E  E E		A/I A/I  A/I A/I A/I  A/I A/I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Fit for the duties of the post</li> <li>• DBS check on application</li> </ul>	E E		A A

	<ul style="list-style-type: none"> <li>• Willing to undertake assessor/verifier training (if necessary) and any other training relevant to the requirements of the post</li> <li>• Willing to demonstrate commitment to the demands of the post through regular and punctual attendance</li> <li>• Willing to undertake first aid training and duties and necessary</li> <li>• Willing to implement College Equal Opportunities Policies</li> <li>• Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come in to contact with</li> </ul>	E  E  E E E		I  I  I I I
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**E = Essential   D = Desirable   A = Application   O = Observation   I = Interview   T= Test**