

Job Description

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| Role Title: Training Manager | Pay Grade: £44,464 - £50,048 |
| Normal Place of Work: Advance Engineering Centre (AEC) | Line Manager: Natalie Doherty |
| Normal Working Hours: Full time equivalent hours of 37 per week to be worked on-site; with direct teaching duties, normally consisting of 24 hours | Responsible For: Aeronautical Team |

Purpose of Role

- To lead and manage the Aeronautical Engineering team to hold UK CAA and EASA Approval
- To plan and deliver high quality, imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of programmes.
- To maximise retention, achievement and success of students.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- To fully engage with the College Mission and Values, ensuring that these are at the heart working practices.

Principal Accountabilities

1. Deliver high quality teaching and learning, and associated tutorial duties, to meet the needs of students
2. Deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students
3. Drive and inform the design and development of programmes to increase success rates
4. Ensure use of appropriate high quality learning resources to provide stretch and challenge to learners
5. Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.
6. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
7. ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
8. Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
9. Actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates
10. Ensure completion of student ILP's, in setting long term goals and short term targets
11. Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students progresses is 'adding value ' to their previous achievements
12. Positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures

13. Take responsibility for seeking out methodologies and resources in support of high quality teaching and learning
14. Be responsible for moderation and verification at key times throughout the year
15. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
16. Ensure accurate attendance records with follow up on attendance and punctuality
17. Be responsible for the development and maintenance of definitive course files
18. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
19. Deliver feedback on progress to students and other relevant stakeholders
20. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
21. Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

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| Awarding bodies and Validating Partners | To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance. |
| Study Coaches | To share information about students' progress, along with any welfare and/or conduct concerns |
| Head of Quality | To provide data and information to support the College's self-evaluation and quality improvement processes as well as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment |

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador

Job Description and Person Specification

- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

| | Essential | Desirable |
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| Qualifications | | |
| Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications) English and Math GCSE or equivalent grade c or above | X | |
| Teaching qualification (or preparedness to achieve one during the first two years' service) Teaching Qualification | X | |
| Qualified to degree level or equivalent professional qualification | X | |
| Leadership and Management Qualification | | X |
| Assessor or Verification Awards | | X |
| Evidence of continued professional development | X | |
| Knowledge and Experience | | |
| Ability to successfully monitor student achievement and attendance | X | |
| Evidence of working in a relevant practical/industrial environment, operating at a responsible level | X | |
| A successful teaching record in a relevant area | X | |
| Knowledge of arrangements for safeguarding children and young people | X | |
| Up to date broad based sector knowledge of both FE and subject and industry. Evidence of curriculum and employer relationship development | X | |
| A clear understanding of teaching across both FE and HE | | X |
| Evidence of successful course management | | X |
| Experience of working with relevant authorities such a CAA and EASA | | X |
| Knowledge and experience of the governance Education Inspection Framework and/or equivalent arrangements for Higher Education | X | |
| Skills and Abilities | | |
| Evidence of well-planned and effective management of a team | | X |
| Evidence of the ability to develop new ideas which enhance the learner experience and employer engagement across a curriculum area. | X | |
| Effective written and communication skills | X | |
| Effective oral and presentation skills | X | |
| Good organisational and time management skills | X | |
| Good IT Skills | X | |