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Job Description

Section Manager - Teacher Training

Title of Post: Section Manager - Teacher Training

28.8 hours per week, 52 weeks per year (Working days must include Wednesdays and Thursdays. There is also likely to be one evening of teaching per week, currently a Thursday)

Section: Teacher Training

Grade: Section Manager pt. 37 - 40

Reporting to: Assistant Director - Academic Standards

Base: Uxbridge (postholder will be required to work across other College sites in accordance with business need)

## PURPOSE OF THE POST

The purpose of the post is to ensure the recruitment, retention and achievement of college staff and external students on Teacher Training and other relevant courses, to manage the curriculum and assist with staffing arrangements for these courses. The role of Section Manager for Teacher Training will include that of a Leader in Learning and will also support other colleagues with the development of innovative teaching methodology and support the Manager of Teaching and Learning in the development and updating of Teaching and Learning Website.

# BACKGROUND

The post of Section Manager – Teacher Training involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area, the Ofsted ITE & EIF Frameworks and especially in the practices of teaching and learning. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All staff must be committed to inclusive learning and ensuring that they adopt the very best practice to meet individual learner needs including the promotion of equality and diversity. All staff are required to implement college policies. Further Education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work.

### **MAIN DUTIES AND RESPONSIBILITIES**

**Marketing and Recruitment of Students**

1. To identify demand and develop the curriculum offer.
2. To liaise with internal and external stakeholders to organise effective and efficient recruitment activities both on and off site. Ensure the appropriate information & guidance and initial assessment of students within the postholder’s area of responsibility.
3. To ensure staff attend promotional events and activities and contribute to the positive promotion of the school and section.
4. To ensure newly appointed unqualified teachers at the College enrol onto the Award in Education and Training (AET) short course. Once confirmed in post to arrange for them to be enrolled on Teacher Training courses at the earliest opportunity.

**Support for students**

1. To ensure the implementation of the College’s Tutorial Policy where relevant to part time and commercial students.
2. To ensure the implementation of the College’s Essential Skills strategy.
3. To ensure the sharing, organisation and up-dating of resources are accessible to staff and students.
4. To implement the College Careers and Guidance Policies to further progression
5. To liaise with the Student and Learning Support team to ensure that students receive maximum benefit from these services.
6. To oversee the mentoring support given to staff on teacher training at Uxbridge and Harrow Colleges to ensure its supportive and effective.
7. To work with Heads of School and the People and Organisation Development team to support unqualified teachers during training.
8. To support with the development of innovative teaching methodology and work with the Manager of Teaching and Learning in the development of cross college training and updating of the Teaching and Learning Website.

**Design and Delivery of Programmes**

1. To manage and co-ordinate the delivery and quality of all teacher training and other appropriate qualifications that are delivered within the Teacher Training School at Uxbridge.
2. To implement, co-ordinate and advise on the production and publication of course materials, including course handbooks, schemes of work, lesson plans and assessment schedules. To ensure the development and implementation of new schemes, including submissions to awarding bodies.
3. To ensure that College policies for the delivery of curriculum, including Functional Skills, are implemented fully.
4. To maximise the use of IT within the curriculum.
5. To teach on a range of programmes (approx. 13.5 hours of teaching per week out of 28.8 contracted hours).
6. To support with the development of innovative teaching methodology and work with the Manager of Teaching and Learning in the development of cross college training and updating of the Teaching and Learning Website.

**Quality and evaluation**

1. To implement the College’s Quality Policy.
2. To ensure the implementation of the College’s target setting procedures, including the use of value-added measures where appropriate.
3. To ensure there is appropriate moderation and verification of assessment processes.
4. To collate and analyse performance data ensuring that all staff are aware of improvement requirements.
5. To provide leadership and direction in the implementation of sound practice in teaching and learning.

**Management**

1. To prepare course and staff timetables as directed by the Assistant Director of Academic Standards.
2. To ensure the maximum use of accommodation and staffing resources.
3. To ensure that students and staff take pride and responsibility for the learning environment, including the tidiness, comfort, and safety of accommodation within the remit of the school.
4. To assist the Assistant Director Academic Standards in the management of staff, providing supervision to a staff team.
5. To assist the Assistant Director Academic Standards in inducting, supporting, and developing staff, especially the support and management of agency staff.
6. To assist the Assistant Director Academic Standards in the booking of agency lecturers as required.
7. To act as Course Team Leader for specific course areas.
8. To conduct staff appraisal and teaching observations, as agreed with the Assistant Director Academic Standards, and to assist in the development and training of all staff within the post holder’s remit.
9. To assist in development planning and the construction of the school’s course portfolio.
10. To assist in the management of the school, including contribution to marketing, business, and development planning.
11. To liaise effectively with Employer Services, companies, and other partners in order to provide commercial courses where required.

**Safeguarding Children and Vulnerable adults**

1. Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
2. Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Other**

1. To keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
2. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
3. To take an active part in the College’s appraisal and mentoring processes.
4. To provide a secure, safe, and friendly learning environment including implementation of the College’s Health & Safety Policy.
5. To complete all documents necessary to comply with College HR policies, e.g. temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up to date.
6. To carry out any other duties commensurate with the scale and grade of the post.

**Section Manager - Teacher Training**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed\* |
| Qualifications |  | | |
| * A degree or relevant professional qualification | **ü** |  | Cert/AF |
| * A recognised advanced teaching qualification recognised by the FE sector (PGCE, DET or equivalent) | **ü** |  | Cert/AF |
| * Assessors awards A1/2 |  | **ü** | Cert/AF |
| * Verifier awards (V1) |  | **ü** | Cert/AF |
| Knowledge |  | | |
| * Good understanding and expertise in pedagogy | **ü** |  | AF/IV |
| * Good knowledge of Ofsted ITE & EIF frameworks | **ü** |  | AF/IV |
| * Knowledge and experience of implementing the awarding body standards | **ü** |  | AF/IV |
| * Up-to-date knowledge of the latest developments in teaching and learning | **ü** |  | IV/T |
| Skills and Experience |  | | |
| * Minimum of 2 years’ experience of curriculum management | **ü** |  | AF/IV |
| * Experience as an Advanced Teaching Practitioner | **ü** |  | AF/IV |
| * Experience of Teacher Training and/or substantial experience of staff development | **ü** |  | AF/IV |
| * Minimum of 3 years successful teaching experience (post-qualification) | **ü** |  | AF/IV |
| * The ability to enthuse and inspire students | **ü** |  | IV/T |
| * Good verbal and written communication skills | **ü** |  | AF/IV |
| * Excellent interpersonal skills | **ü** |  | IV |
| * Excellent classroom and teaching practice | **ü** |  | T/IV |
| * IT skills and willingness to develop them | **ü** |  | AF/T |
| * Using IT within the curriculum | **ü** |  | IV |
| * Tutoring, mentoring and coaching skills | **ü** |  | IV/AF |
| * Experience of team working | **ü** |  | IV/AF |
| * Evidence of continuing professional development | **ü** |  | AF/IV |
| * Available to work on Wednesday and Thursdays, and willing to teach 1 evening per week | **ü** |  | AF/IV |
| * Self-motivation | **ü** |  | IV |
| * Commitment to learners and learner achievement. | **ü** |  | IV/AF/T |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction