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| **Job Title:** Head of Rolls Royce Academy**Reporting to:**Vice Principal – Technical and Vocational Education**Base:** Roundhouse |
| **Hours** 37 hours per week, 52 weeks per year**Contract Type** Management Delivery **Holidays**: 35 per year plus 6 College closure days where applicable and 8 statutory days per year **Salary** Competitive |
| **Job Purpose**As Head of Rolls Royce Academy you will lead, manage and develop the Engineering curriculum in the Rolls Royce Academy at the Rolls Royce site. You will be responsible for all curriculum linked to DCG’s contracted Rolls Royce provision. Courses within the Rolls Royce Academy are delivered at Level 3.You will manage and deliver identified targets, as outlined by both the college and Rolls Royce Employer Partner to deliver the curriculum in an innovative way and meet quality standards laid down by external organisations.You will work closely with employers on the contracted Apprenticeship curriculum to ensure efficient and effective delivery of activity in Apprenticeships and other curriculum activity, to help ensure high achievement rates are maintained. You will maintain high quality standards on all curriculum activity. You will produce self-assessment reports relating to engineering activity in the Academy. You will identify opportunities for growth based on regional and national intelligence. |
| **Key Responsibilities*** Establish a positive culture of innovation and achievement for learners and staff.
* To work closely with the Vice Principal in developing the business plan for an agreed area. Once agreed to implement the plan, continuously monitor and manage activity and resources and provide appropriate feedback at regular intervals to the Vice Principal.
* Prepare data and information to support the Vice Principal on the business plan and activity in relation to College strategies in line with College review cycle to the Senior Leadership Team (SLT) or for any other review or inspection.
* Work with Vice Principals and other College strategy managers to actively seek growth of the Academy and opportunities to develop curriculum offer. To promote and develop links with industry, schools, community and Higher Education responding to identified need.
* To be a pro-active line manager and excellent role model for all staff across a specified range of provision.
* To report and manage staff absence and ensure appropriate cover arrangements are made where necessary.
* Support the implementation and project management of employer contracts ensuring this is based on market need and drives effective partnerships with employers in order to meet their current and future skills needs
* Provide clear communication and adaptive management of progress and emerging issues ensuring effective skills solutions are established and lasting relations maintained
* Demonstrate high levels of professional practice, inspiring, motivating and influencing your team and providing knowledgeable and innovative leadership
* Manage the recruitment, induction, development and performance management of your team ensuring that individuals are engaged, high performers
* Manage and develop your team to deliver efficient and high-quality study programmes and employer facing programmes.
* Manage and work collaboratively with appropriate college teams and those in support roles, to ensure that the learner has a good learning experience and makes a successful transition
* To develop and manage effective training, assessment, monitoring and feedback planning for the Academy.
* To monitor the completion and quality of performance across programmes including ensuring your Team provide regular support and guidance to learners and provide detailed written feedback on progress in line with college expectations to the learner and college audit teams.
* To inspire your Team to identify improvements by sharing ideas and increasing their knowledge / awareness of cross College strategies to achieve teaching and learning excellence and meet industry standards.
* To undertake quality audits of appropriate and relevant documents and systems to track and monitor progress of all leaners to ensure successful outcomes.
* To undertake monthly reviews of Quality Improvement Plans (QIPs) and report on progress to date.
* To ensure the quality standards and performance measures applying to the department are in line with the Quality Cycle.

**Other Responsibilities*** To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
* To comply with the college’s own safeguarding policy and practices and attend training as requested.
* To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
* To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
* To present and promote an appropriate public image in representing the college.
* To undertake any other duties as may reasonably be required commensurate with the post.
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| **Person Specification**  |
| **Competencies** **Essential** * Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies.
* Ability to plan, execute and evaluate activities.
* Identify, interpret and apply knowledge and information.
* Ability to analyse information and situations and recommend ways forward.
* Excellent communication skills, including the ability to influence others.
* Act as an effective professional ambassador of the college.
* Knowledge of current national and international initiatives and how they are interpreted into the College’s strategic plan.
* Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don’t work for customers.
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| **Knowledge and Experience** **Essential*** Knowledge of Ofsted and the inspection process, and SAR process.
* Extensive knowledge, and experience, minimum 5 years of the Engineering Sector and the current and future challenges
* Understanding of organisational culture and values.
* Strategic understanding of the Further Education sector and its current challenges.
* Robust understanding of the drivers for improving teaching and learning.
* Detailed knowledge of the techniques required for generating high performance.
* Extensive knowledge of safeguarding requirements.
* Recognition of the value of embedded equality and diversity.
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| **Qualifications****Essentials*** Appropriate Vocational Qualification at Level 4 or above.
* Management Qualification or willingness to work towards
* Assessor and Internal Verification awards (TDLB D32, D33 and D34 / A1 V1 / TAQA
* Teaching qualification or willingness to work towards
* Level 2 English
* Level 2 Maths

**Desirables*** Level 2 ICT or equivalent
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