|  |
| --- |
| **Job Title:** Team Manager – Animal Science  **Reporting to:** Head of Animal Science  **Base:** Broomfield Hall |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract Type:** Management  **Holiday:** 35 per year plus 6 College closure days where applicable and 8 statutory bank holidays per year.  **Salary:** £42,933 per annum |
| **Job Purpose**  To provide informed leadership of the Animal Science curriculum area at Derby College Group (DCG), managing the delivery of high-quality provision that aligns with the College’s Vision, Mission, and Strategic Ambitions. This includes line management of curriculum and support staff, operational oversight of learner progress and experience, and effective engagement with industry partners and stakeholders within the animal care and science sectors.  The role is responsible for driving continuous improvement in teaching, learning, and assessment standards, ensuring students consistently exceed expectations. Through innovative and responsive curriculum design and delivery models, the Team Manager will ensure that all students are fully prepared for their next steps, whether into employment, further study, or training in animal-related industries.  The post holder will contribute to the learner experience and curriculum excellence through non-timetabled teaching activity, including curriculum development, quality assurance, and learner support, rather than through direct classroom delivery. |
| **Key Responsibilities**  **Staff**   * Provide informed and inspirational leadership to the Animal Science team, ensuring alignment with the College’s Vision, Mission, and Strategic Ambitions. * Manage the recruitment, induction, and performance of team members, ensuring individuals are engaged, high-performing, and supported through effective line management. * Conduct timely appraisals and probationary reviews, identifying and addressing individual CPD needs to support professional growth and succession planning. * Predict and plan for future staffing requirements in response to curriculum development, learner demand, and sector trends within the animal care and science industries. * Inspire and motivate staff through high levels of professional practice, fostering a culture of continuous improvement, innovation, and excellence in teaching, learning, and assessment. * Ensure the team delivers efficient, high-quality animal science programmes, including apprenticeships and employer-facing provision, that meet internal KPIs and external quality standards. * Support the implementation and project management of employer contracts, ensuring provision is responsive to market needs and builds strong, sustainable partnerships within the animal care sector. * Provide clear, adaptive communication and proactive management of progress and emerging issues, ensuring effective skills solutions and lasting relationships with employers and stakeholders. * Work collaboratively with cross-college teams and support services to ensure learners experience a cohesive, supportive, and high-quality learning journey. * Ensure the team provides regular support and guidance to learners, including detailed written feedback on progress to both learners and their employers at every visit. * Develop and manage effective training, assessment, monitoring, and feedback planning across all programmes, ensuring consistency and quality. * Monitor and manage team caseloads and performance data monthly, ensuring timely interventions where needed to maintain learner progress and achievement. * Lead the resolution of learner and employer concerns, maintaining strong communication with internal departments, employer partners, and associated organisations. * Promote cross-college collaboration and knowledge sharing, encouraging the team to contribute to strategic initiatives and teaching and learning excellence.   **Students**   * Lead the recruitment, induction, and enrolment of students within the **Animal Science** area, ensuring high-quality information, advice, and guidance (IAG) is provided throughout the learner journey. * Ensure the delivery of outstanding teaching, learning, and assessment that supports high levels of learner retention, attendance, achievement, and progression across all animal science programmes. * Undertake direct teaching responsibilities as required, contributing to the learner experience and modelling best practice in animal care and science education. * Manage and monitor the quality of training, assessment, and timely completion of learners, supporting delivery and intervention where necessary to maintain high standards. * Ensure your team effectively fulfils the roles of trainer, assessor, and internal verifier in line with A1, V1/TAQA standards and relevant occupational assessment strategies within the animal science sector. * Promote and safeguard the welfare of learners, ensuring all safeguarding procedures are followed and learners’ health and well-being are prioritised throughout their time at college. * Maintain a clear vision and high expectations focused on learner achievement, progression, and personal development. * Oversee the effective monitoring of learners at risk, ensuring the development and implementation of individualised action plans to support their success. * Obtain and act upon learner feedback throughout the learning cycle to inform continuous improvement and enhance the learner experience. * Ensure that learners receive regular, high-quality support and guidance, including detailed written feedback on progress, shared with both learners and their employers where applicable. * Champion a learner-centred culture within the team, ensuring all students leave college fully prepared for their next steps in employment, further education, or training in the animal care and science industries.   **Curriculum**   * Lead the development and continuous improvement of the Animal Science curriculum to meet the evolving needs of students, local employers, and Local Enterprise Partnership (LEP) priorities, adopting an innovative, research-informed approach. * Ensure all workshop and skills-based training reflects current industry standards in animal care and science, working collaboratively with curriculum teams, employer partnership staff, and support services to deliver high-quality, relevant provision. * Manage the design and implementation of effective delivery methodologies that are flexible, inclusive, and responsive to the needs of learners and employers in the animal science sector. * Oversee the development and quality assurance of assessment, monitoring, and feedback strategies across all employer partnership contracts, ensuring consistency and excellence in delivery. * Ensure effective timetabling that maximises staff and facility utilisation while supporting learner needs and curriculum efficiency. * Collaborate with internal and external stakeholders to contribute to curriculum planning and ensure alignment with strategic goals, industry developments, and sector expectations. * Ensure compliance with audit, awarding body, inspection, and funding requirements, working closely with the Quality and Improvement Team to review and refine procedures, particularly following external visits or the introduction of new initiatives. * Monitor and evaluate programme performance using data and learner/employer feedback to inform improvements and ensure the curriculum supports learner achievement, progression, and employer satisfaction.   **Business and Data Management**   * Take strategic responsibility for scanning the external environment to identify and respond to changes in education policy, animal science industry trends, employer needs, and competitor activity within the animal care and land-based sectors. * Lead the formation of curriculum business plans for the Animal Science area, identifying opportunities for commercial income and maximising the financial contribution of the provision. * Manage and maintain strong employer relationships, ensuring curriculum delivery is responsive to industry needs and supports the development of sustainable partnerships in the animal care and science sectors. * Oversee the development and implementation of delivery models that meet the needs of learners, employers, and LEP priorities, using innovative, research-informed approaches. * Ensure all workshop and skills-based training meets current industry standards, contributing to curriculum planning and development in collaboration with internal teams and employer partners. * Manage the accurate and timely reporting of programme and learner data using college systems, ensuring compliance with enrolment, examination, audit, and funding requirements. * Monitor and ensure the provision of accurate data to central support services, maintaining up-to-date records and ensuring consistent application of college procedures. * Lead the collation and analysis of quality performance data for internal reviews, including the completion of PMR documentation and contribution to the Self-Assessment Report (SAR). * Ensure quality standards are consistently met, monitored, and reviewed, responding to employer feedback and external audit findings to drive continuous improvement. * Manage your team to stay informed of new contracts, developments, and changes, ensuring readiness for internal and external audits, inspections, and awarding body visits. * Maintain clear and effective reporting mechanisms to keep employer partners informed of learner progress, delivery updates, and programme impact.   **People Management**   * Manage a team and co-ordinate their work in accordance with priorities; responsible for the recruitment, induction, development and performance management of team members ensuring that individuals are engaged, high performers   **Resource Management**   * To manage planning and utilisation of resources required for your area including the people, physical space, equipment and materials required by the area.   **Financial Management**   * To be responsible for operating within agreed budgets and financial targets in compliance with financial and procurement systems, policies and procedures, achieving value for money and control of expenditure.   **Health, Safety and Environmental Management**   * To manage the risks within your area of responsibility and ensuring that all persons within your area of control are provided with appropriate information, instruction, training and supervision so as not to compromise their health, safety or well-being or impact on the environment. * To ensure you and your Team comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post.   **Continuous Improvement**   * Take responsibility for monitoring and improving the quality of all aspects of provision within the Animal Science area, identifying and sharing good practice across your team and wider college departments. * Promote and embed a culture of continuous improvement through regular evaluation, review, and reflection, ensuring that high-quality animal science programmes are consistently monitored, evaluated, and enhanced. * Deploy robust quality improvement processes, including teaching, learning, and assessment observations, self-assessment, performance monitoring, and learner feedback, while maintaining accurate records and performance indicators. * Ensure your team adheres to all relevant College Apprenticeship Procedures and Guidelines, using standardised tracking tools, documentation, and communication methods to maintain consistency and compliance. * Support the development of new and innovative animal science programmes that reflect current industry needs and educational best practice, underpinned by research, scholarly activity, and continuous professional development. * Ensure quality standards are upheld across all delivery, including employer partnerships and contract-based provision, and that all activity aligns with awarding body, audit, inspection, and funding requirements.   **Personal Effectiveness**   * To be responsible for your own continuous professional development ensuring that your skills, knowledge and practice including pedagogic leadership are current and future focused and that you stay abreast of key policy changes   **Management Information/Reporting**   * To provide regular verbal/electronic reports to immediate manager and other relevant parties aligned to the employer partnership contracts, where applicable. * Identify and take action on reports where required including responding to customer feedback. * To ensure you and your Team's effective use of College systems and technology including proactively embracing use of IT and digital technology * 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.   **Additional Requirements (Specific to Area of Specialism)**   * To monitor employer and industry competence needs within your area of responsibility and to ensure that the required skills and knowledge are covered within the curriculum. * To monitor on and off the job training to ensure that the required skills and knowledge are covered to keep employers informed of progress. * To complete all required admin weekly/monthly and submit to appropriate person by agreed timescales.   **In carrying out your duties, ensuring that:**   * You abide by all College policies, procedures and processes ensuring legal compliance to the College * You are a role model for the College's values, beliefs and behaviours * Model the highest professional standards to staff and learners in all aspects of this role, maintaining a visible presence around the College and leading by example. * Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure an outstanding status for the College.   **Duties Across College**   * To provide a professional customer service to both internal and external customers. * To demonstrate flexibility in responding to changing demands in personal, sectional or the College's workload. * To take responsibility for ones own professional development and continually update as necessary. * To comply with all aspects of the Data Protection Act. * To adhere to the College's Computer Network Acceptable Use Policy. * To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity. * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |
| **Person Specification** |
| **Competencies**  **Essentials**   * Managing teams *I* projects * Evidence of responding positively and rapidly to changing environments/situations * Must have basic IT user/computer skills * High level of interpersonal skills * Ability to manage time effectively * To prioritise and make decisions * Proven track record of achieving targets |
| **Knowledge & Experience**  **Essential**   * Experience of Project managing employer contracts * In-depth understanding of employers' and sectors' skills needs and priorities * Knowledge of market analysis, customer analysis and competitor analysis * Good understanding of the ESFA funding methodology * Awareness of the Apprenticeship reforms.   **Desirable**   * Teaching experience * Training / assessment experience. * Relevant industry experience |
| **Qualifications -** You are required to provide valid certificates as proof of all qualifications  **Essentials**   * Management Qualification or willingness to work towards * Degree educated in a relevant discipline * Assessor and Internal Verification awards (TDLB D32, D33 and D34 / A1 V1 / TAQA * Teaching qualification or willingness to work towards * Level 2 English (GCSE or equivalent) * Level 2 Maths (GCSE or equivalent) |