Post Title: Work Based Learning Manager (Cross College role)

Hours of Work: 37 hours per week/52 weeks per annum

Place of Work: The role operates across the Dartford and Gravesend Campus but the nature of the work will require travel to any of the College sites

Salary: SP39 (£37,251) - SP42 (£40,708) per annum

Responsible to: Academic Director - Construction and Engineering

Responsible for: Work Based Learning Assessors

Summary:

The Work Based Learning Manager is predominantly based within Construction and Engineering Department and will possess specific skills in this area, but will also have management and advisory responsibilities across the College within other departments.

Duties, Responsibilities and Accountabilities:

• To promote the college apprenticeship provision, manage employer relations and improve employer satisfaction in WBL against agreed targets.
• To provide line management to assessors and guide course team lecturers working on WBL programmes, ensuring efficient delivery and timely progress.
• To ensure the delivery of a quality learning experience to all students on WBL programmes, including IAG and pastoral elements.
• To ensure that detailed tracking records are maintained for WBL learners in the department, and to instigate timely interventions to ensure that learners meet framework achievement targets.
• To self assess the work based learning provision in Construction & Engineering in conjunction with course team Curriculum Managers, and work with them to implement timely quality improvement actions where necessary.
• To undertake an internal verification case load where vocationally competent.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Builds a shared vision in the team, enables people to connect their job and the department’s work as a whole to the college mission, and engenders passion, pride and ownership amongst team
2. Celebrates successes, does not accept average performance, and actively manages poor performance
3. Looks for solutions, makes decisions, accepts responsibility and takes ownership for them
4. Actively builds co-operative working relationships
5. Is analytical, creative and innovative – and is prepared to try new things and learns from mistakes
6. Demonstrates emotional intelligence (self and others’ awareness) and flexibility of style to operate effectively
7. Takes responsibility for own learning and development
8. Acts in a cost-conscious way, demonstrating a business mindset

These behaviours will form part of the criteria within Appraisal process.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>ASSESSED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>√</td>
<td></td>
<td>(Application, Task, Interview)</td>
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</table>

### (1) Qualifications:

- **Teaching Qualification or proof of exemption by being in continuous employment as a lecturer from before 1st September 2001**
  - √
  - Application / Interview

- **Minimum of a Level 3 qualification in a vocational subject, in a technology discipline related to Construction and Engineering.**
  - √
  - Application / Interview

- **A Degree level qualification, preferably within a technology discipline related to Construction and Engineering**
  - √
  - Application / Interview

- **A Management qualification**
  - √
  - Application / Interview

- **A postgraduate qualification**
  - √
  - Application / Interview

### (2) Knowledge to include:

- **A strong knowledge of the key principles of Work Based Learning, how this can be delivered in an FE environment and how to communicate the value to both internal and external stakeholders.**
  - √
  - Application / Interview

- **Knowledge and understanding of the requirements of the appropriate sector skills council’s frameworks and what is required to maximise full framework achievement.**
  - √
  - Application / Interview

- **Clear understanding of the QCF and other key changes in the sector**
  - √
  - Application / Interview

### (3) Experience to include:

- **A sound overall understanding of the programme area and an in-depth knowledge of at least part of the area.**
  - √
  - Application / Interview

- **An ability to identify and implement improvements in existing systems and practice.**
  - √
  - Application / Interview

- **Proven experience of effective budget control and management.**
  - √
  - Application / Interview

- **Proven experience of motivating and supporting staff**
  - √
  - Application / Interview

- **Proven experience of Curriculum planning and development**
  - √
  - Application / Task / Interview

- **Good or outstanding Teaching and Learning observation grades**
  - √
  - Application / Interview

- **Flexibility of working hours**
  - √
  - Application / Interview

### (4) Skills and Attributes to include:

- **A commitment to establish effective partnerships and good relations between students, parents, staff and professional bodies**
  - √
  - Application / Interview

Jan 2013
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Valid ✓</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A commitment to promote and lead on whole College developments and work as a member of the Management Team to deliver results</td>
<td>✓</td>
<td>Application/Interview</td>
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<tr>
<td>An ability to apply an entrepreneurial and innovative approach to new initiatives in curriculum</td>
<td>✓</td>
<td>Application/Interview</td>
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<tr>
<td>An ability to work under pressure and meet tight deadlines</td>
<td>✓</td>
<td>Application/Interview</td>
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<tr>
<td>An ability to interpret and use Key Performance Indicators in order to identify issues and bring about positive change</td>
<td>✓</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>A commitment to driving up standards of Teaching and Learning across the college.</td>
<td>✓</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Can actively lead on and demonstrate commitment to the values, vision and mission of the College</td>
<td>✓</td>
<td>Application/Interview</td>
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<td>A willingness and ability to work flexibly</td>
<td>✓</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Enhanced Criminal Records Disclosure</td>
<td>✓</td>
<td>Application/Interview</td>
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**General**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, CRB and Health & Safety Policy, which can be located on the College SharePoint system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _______________________

Print: _______________________

Date: _______________________

Jan 2013