



# Application Pack

A place to **learn**, a place to **grow**, a place to **experience**, a place to **succeed**

April 2012

Dear Applicant

**POSITION: Assistant Manager - Engineering, Motor Vehicle and Construction**

**REF NO: MO26**

Thank you for showing an interest in West Cheshire College and the above position.

Please note that your completed application must be received electronically or by post to HR & Development, Ellesmere Port Campus, Off Sutton Way, Ellesmere Port, CH65 7BF, no later than **22<sup>nd</sup> April 2012**. If you are successful in the short-listing then you will be notified and called for interview on **8<sup>th</sup> May 2012** so therefore need to be available on that date, however please note that this may be subject to change.

Should you require any further information please do not hesitate to contact a member of the HR & Development Team on 01244 656385

Yours sincerely

Nicky Sayce

**Manager – HR & Development**









## An introduction to West Cheshire College:

West Cheshire College is a specialist vocational college. This means that what, when, how and where we deliver learning reflects the needs of employers as well as individuals. It also means that as a College we actively welcome applicants from the industries and sectors we serve as well as those with an educational background. We are one team recognising that support services are as important to our learners and our business as delivery teams.

We aim for learners to be employable and work ready and to support employers in achieving their business aims and improving their productivity. The College was one of the first in the country with the Training Quality Standard which recognises its excellence in employer training and responsiveness and also has an additional TQS award for engineering. It has three Centres of Vocational Excellence in Health and Social Care, Automotive Manufacturing and Logistics. Innovation and initiative are encouraged. We aim to be the leader in the field of vocational learning.

The College has over 20,000 learners every year. These include:

-  14 -16 year olds who learn part time in the College
-  16 -18 year olds who are mainly full time in the College
-  Apprentices who learn in the College and in the workplace
-  Adults who are mainly part time and learn in the College
-  Employees learning in their work place
-  Adults learning in the community.

The College offers provision for technological, creative and service industries from entry level to Higher Education. All full time and substantial part time learners are supported to improve their English and Maths skills.

We employ the equivalent of approximately 480 full time permanent staff and over 240 under hourly paid contracts. The College is one of the biggest employers in West Cheshire. There is a comprehensive development programme for all staff including individual support to achieve qualifications such as literacy, numeracy, Certificates in Education and ITQ. There are regular training and briefing events culminating each year in a week long annual staff conference. Staff are also encouraged and supported in keeping their skills and knowledge of industries up to date through visits, placements and shadowing schemes. There is an aspiring leaders' course and a management development programme. We are accredited with Investors in People.

West Cheshire College has benefitted from major capital investment well supported by the LSC and later the SFA. This commitment of circa £65 million to build two new high quality campuses in Ellesmere Port and Chester will improve vocational opportunities for young people, extend the range of opportunities for adults and support the local economy. The new 6,000 sq metre Technologies Campus at Chester (opened March 2011) provides excellent facilities. The new Creative and Service Industries Campus at Ellesmere Port (phase 1 opened in September 2011) a 19,500 sq. metre landmark building providing world-class facilities. An Arts wing will open at Ellesmere Port in May 2012.



## **About the Role:**

West Cheshire College is a specialist vocational college which will shortly complete (May 2012) a major capital project which will see provision delivered over new high quality campuses in Chester and Ellesmere Port in 2011/12.

This is an outstanding opportunity for a strong curriculum leader to join our Science and Technologies team. We are looking for someone with a background in FE or training to lead and manage programmes in the engineering, motor vehicle and construction sectors. You will be working closely with the Science and Technologies delivery teams based at the College's state of the art new Science and Technologies Campus in Chester. Campus and work based delivery includes engineering, motor vehicle, computing science, applied science, building services and construction.

Current provision includes 16 to 19 full-time learners, adults and work-based learning including major apprenticeship programmes. You will lead a team of vocational experts in the various disciplines. The College's strategy for learning incorporates an active, project based approach and you will need to foster and promote further developments in this area. You will be able to teach and assess to a high standard in one or more of the specialisms and take advantage of developing cross-curricular links.

If you feel you meet the above requirements, then we would like to receive an application from you. Should you require any further information on this role, please contact a member of the HR & Development Team on 01244 656385.

Nicky Sayce

**Manager – HR & Development**



## JOB PROFILE

**Job Title:** Assistant Manager – Engineering, Motor Vehicle and Construction

**Salary Point:** HPS 36-40

**Reporting to:** Manager Science and Technologies

### Main Purpose of position:

To ensure the delivery of high quality, efficient and effective learning for those who work, learn or visit the College. To ensure the development of staff so they are capable of meeting the current and future needs of the College. To lead on the development of systems and products to deliver the Colleges' strategic plan with regard to the learner experience in engineering motor vehicle and construction.

### Duties:

- To ensure that teaching, learning and assessment is of an excellent standard, enables learners to gain employment and satisfies the needs of employers
- To perform basic personnel duties including appraisals, sickness, absence, capability and disciplinary procedures in line with College policies
- To provide leadership in the development of the vocational curriculum and develop new provision
- To lead manage, develop, support and deploy staff
- To deliver improvements through effective leadership and to ensure productive working with cross College teams and services
- To plan and monitor Real Working Environments actively within the area making innovative links with learning and to generate income where appropriate
- To lead and develop learning opportunities and methods of delivery that ensure that skills are directly focussed on meeting the needs of individuals and employers in engineering, motor vehicle and construction
- Keep up-to-date with developments in the industry and liaise with sector bodies, employers, sector skills councils and external organisations
- To plan and monitor the delivery of the vocational curriculum to set targets, monitor progress and initiate appropriate action to ensure targets are achieved
- To develop effective systems and methods of teaching learning and assessment which provide flexible delivery models including distance learning, e-learning and work based learning
- To ensure learners are supported in achieving their goals
- To deliver high quality teaching, learning and assessment to a range of learners in different environments
- Develop and deliver products and services to generate income from a variety of sources
- To support the College Management team in developing College strategy, policy and procedures
- To prepare and present reports and statistical returns and maintain administrative systems
- To lead on effective communication strategies and the dissemination of best practice
- To be responsible for controlling expenditure and income in line with targets set
- To timetable learning to enhance the learning experience, make learning accessible and efficiently utilising College resources
- To promote equality and diversity
- Ensure quality assurance and quality improvement arrangements are effective including full compliance with College protocols, procedures and systems
- To identify and implement measures with improve efficiency, costs effectiveness and business performance



- Take responsibility for self-development in line with College strategic aims
- To carry out all duties in accordance with College policies, procedures and regulations and with full regard to Equal Opportunities legislation
- To provide cover for others with similar posts as required
- Other reasonable duties within the job holder's capabilities.

NB This job description will be the subject of regular reviews with the Line Manager, and may change following consultation



Attributes	Essential	Desirable
<b>Qualifications</b>		
Industry relevant higher level qualification	√	
Relevant teaching or training qualification or willingness to work towards and achieve within three years	√	
Level 2 Literacy and Numeracy or willingness to work towards and achieve within two years	√	
Supervisory / Management Qualification		√
IT Qualification		√
<b>Skills and Experience</b>		
Working in a commercial environment for a minimum of 3 years at Supervisory/Management level		√
Planning and delivered training	√	
<b>Approach and Aptitude</b>		
Ability to manage and develop staff	√	
Ability to think, plan and manage in a strategic context	√	
Possess excellent communication skills (written and oral)	√	
Ability to adapt to and manage change	√	
Ability to analyse and interpret complex information and make decisions on the appraisal of facts	√	
Ability to meet tight deadlines and work under pressure	√	
Be able to work flexibly	√	
<b>General</b>		
A commitment to equal opportunities	√	
Commitment to continuous professional development	√	
Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults	√	
To undergo a Criminal Records Bureau check	√	

**West Cheshire College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment. Employment to this post is therefore subject to a Criminal Records Bureau C**

