

**CAPITAL CITY COLLEGE GROUP
COLLEGE OF NORTH EAST LONDON**

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Green Skills Construction Hub Manager
LOCATION:	CONEL, Tottenham Centre
REPORTING TO:	Head of School for Construction
RESPONSIBLE FOR:	Green Skills Hub Co-ordination and Management
GRADE:	Leadership & Management (same as other GLA funded hub posts)

KEY RESPONSIBILITIES

1. To develop, grow and enhance key industry partnerships to the benefit of employers and learners within Construction to meet the government's Green skills agenda
2. To be responsible for the Coordination, management and development of the Green skills hub within the Construction School, ensuring that the curriculum file is fit for purpose
3. To be responsible for quality assurance and improvement within the hub, by working with the HoS for Construction - to including lesson observations, self-assessment reports and quality improvement plans
4. To inspire staff to be innovative in all aspects of teaching and learning, and new and emerging technologies and skills for this industry
5. To be responsible for the achievement of all Greater London Authority (GLA) Performance Targets (e.g. employer engagement, recruitment, achievement and progression targets for learners including those from underrepresented groups)
6. To be responsible for the overall expectations and experience ensuring the highest levels of satisfaction for all learners and partners
7. To be responsible for those development projects allocated to be the School's responsibility as allocated by Assistant Principal or Vice Principal
8. To be responsible for the overall management of resources within the hub

9. To be a member of the Directorate Management Team with responsibility for the planning and delivery of the Directorate's activities
10. To undertake teaching/training activities (The amount of teaching required will vary according to the needs of the post)

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that the delivery of the GLA contract is met and the learning hub outcomes are of the highest standard and responsive to the needs of the employers, partners and learners including, in particular:
 - Establishing and maintaining high levels of professional conduct in the area of responsibility
 - Working closely with the HoS and HoTL to manage improvements in the quality of teaching and learning delivered by the hub
 - Manage the Programme Manager of the ESF team for the Green Hub and direct their activities to support key targets
 - Ensuring that the targets for the improvement in quality of teaching, learning and attainment for the hub are achieved
 - Managing and being accountable for sustained improvements within the hub
 - Ensuring that the targets for the hub including employers, partners, learners' recruitment, retention, achievement and progression are achieved
2. To manage and develop the hub's curriculum/course offer with flexibility and responding to the needs of employers, partners and learners including pathways to employment
3. To ensure the effective delivery of CPD courses for industry updating
4. To ensure that regular reviews of the green hub's progress take place in line with the College and external stakeholder policies and requirements
5. To further develop relevant employer responsive programmes for the area and carry out relevant employer engagement activities, including liaison and monitoring with key employers and stakeholders
6. To capitalise on links with employers and engage their expertise in developing the hub's vocational curriculum as a core part of the School's activities
7. To ensure that information, relevant to the work of the School is collected and collated and to provide statistical data as required. To ensure that relevant data, etc is disseminated to relevant partners and the Head of School

Quality and Planning

- 10 To manage the aspects of the College's quality and self-assessment processes that are the responsibility of the role including SARs and partner reviews.
- 11 To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role.
12. To represent the College with external agencies as required in the performance of duties.
13. To achieve agreed targets and performance indicators across all areas of responsibility.

Resources

- 14 To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources.

General

- 15 To implement College policies, particularly those relating to equality and diversity.
- 16 To implement Health and Safety and Security measures in accordance with statutory and College requirements.
- 17 To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you.
- 18 To develop effective working relationships internally and with external partners.
- 19 To operate at all times in line with the College's values and behaviours (see attached)
- 20 To undertake any other duties consistent with the key responsibilities and/or duties of the post

PERSON SPECIFICATION

	Essential Criteria
QUALIFICATIONS (Educational and Vocational)	A relevant first degree and/or professional qualification in a relevant subject area.
	Evidence of continuous professional development
	A full teaching qualification.
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.
PREVIOUS EXPERIENCE/JOB KNOWLEDGE	Experience of direct co-ordination or management of curriculum delivery, including the effective development, deployment and leadership of staff.
	Experience of leading teams and/or managing staff
	Direct relevant experience of curriculum planning processes particularly in relation to the areas covered by the post.
SKILLS (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.
	Well-developed communication, external liaison and networking skills.
	The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.
	The ability to delegate effectively and manage the performance of others in accordance with good management practice.
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.
	The ability to manage budgets and meet financial targets
	The ability to respond creatively to the specific teaching and learning needs of a diverse community.
	The ability to articulate a vision, show how it can be achieved and inspire others to success.

	Excellent written skills.
	The ability to motivate and encourage others, inspire trust and a sense of common purpose.
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.
	A strong sense of purpose and the drive to achieve agreed goals.
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment
	A sound understanding of Every Learner Matters Agenda.
	A sound understanding of effective support systems to meet student needs.
	A strong commitment to student success.
	A relentless commitment to excellence and creativity.
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.