

Job title:	Provision Lead for Construction
Reports to:	Deputy Heads of Construction
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

To assist the Deputy Heads of Construction in providing leadership in a particular discipline of the Construction Curriculum.

To improve outcomes for students by achieving and maintaining high standards of performance through tracking, monitoring and inspiring staff and students.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Responsibilities:

Curriculum Management & Development

- Assist the Deputy Heads to provide leadership within a specific discipline for the development of up-to-date materials and resources to support curriculum development, teaching and learning.
- Assist the Deputy Heads to improve the delivery within a particular discipline of the schemes of work and the assessment, recording and reporting of student achievement.
- Assist the Deputy Heads to monitor and address attendance, punctuality, and student disciplinary issues in a specific discipline.
- Assisting the Deputy Heads to ensure appropriate attention is given to the promotion of equality and diversity in the curriculum in a particular discipline

Quality

A shared responsibility for the performance of courses through:

Monitoring the curriculum area's performance against Key Performance Indicators including:

- success, retention and achievement rates and targets
- value added
- attendance targets

People Management

- Assist the Deputy Heads with other aspects of staff management including coaching and mentoring of staff as appropriate.

Financial Management

- Ensuring timely completion and submission of registers and other student-related documentation and returns

Teaching

The teaching commitment will be determined and communicated as part of the curriculum and strategic planning activity. In the 2025 – 2026 academic year the likely annual teaching commitment would be 738.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Provision Lead for Construction		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview
<u>Qualifications and Training:</u>		
Qualified to a minimum of Level 3 in a relevant Construction discipline.	Essential	Application
Level 4 qualification in Construction related subject (or working towards).	Desirable	Application
PGCE or equivalent teaching qualification	Essential	Application
Assessor Awards and IQA Awards (or working towards)	Essential	Application
GCSE A*- C / 9 - 4 in Maths and English qualifications or equivalent	Essential	Application
<u>Relevant Experience:</u>		
Successful experience of teaching within the Construction Curriculum	Essential	Application, Interview
Track record of improving the learner experience	Essential	Interview
Experience of integrating ILT into teaching and learning	Essential	Application, Interview
Experience of working with/in relevant external organisations	Essential	Application, Interview
Supervisory/curriculum/course management experience within an education environment	Desirable	Application, Interview
Management experience in FE	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
The ability to make accurate judgements about the quality of teaching, learning and assessment.	Essential	Interview
Ability to plan complex activities.	Essential	Interview
Good level of IT skills	Essential	Interview
Ability to influence decision making.	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students.	Essential	Interview
The ability to maintain appropriate discipline through use of positive behaviour strategies.	Essential	Interview
An appropriate attitude in relation to the use of authority	Essential	Interview

Ability to use Management Information Systems	Desirable	Interview
Ability to undertake training needs analysis	Desirable	Interview
<u>Additional Factors:</u>		
A professional approach	Essential	Interview
The ability to deal with all levels of staff and students.	Essential	Interview
A flexible approach to working practices and adaptable to change.	Essential	Interview
Good team member	Essential	Interview
Ability to work in a busy environment with tight deadlines.	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required.	Essential	Interview