

JOB DESCRIPTION

Post Title: Sector Specialist Training Centre Manager	Director/Service/Sector Community, Health and Wellbeing – Learning and Skills Service		Office Use
Grade: Band 10	Workplace: Blyth Learning Site (Welding & Fabrication)		JE ref: 3841 HRMS ref:
Responsible to: Senior Manager – Innovative Curriculum Development	Date: 30.04.2021	Manager Level: Middle	
Job Purpose: Sector Specialist Training Centre Manager Welding and Fabrication			
To manage all functions of the Sector Specialised Training Centre (SSTC) including the following: leadership of teaching team and support staff, curriculum planning, delivery of high quality outcomes, achievement of financial targets, safety and compliance, quality and compliance, client account management, maintain relationships with contractors/sub-contractors/collaborators, inventory control, inspection and audit compliance, networking and profile raising.			
Resources	Staff	Direct Manage and lead a diverse team of professional, technical staff across Sector Specialist Welding and Fabrication Sector Subject Area, which includes both working and managing staff on Campus and staff based in commercial industrial stakeholder settings. Resolve people behaviour related issues to ensure a professional and successful service is maintained. Indirect - Leadership role of a project programme theme through collaboration with both line managed and non-line managed permanent and sessional staff	
	Finance	Responsible for the Business Plan and deliverables for the area and the management of the associated sales and financial targets from both Grant funded income and Commercially invoiced income streams. Management of resources for the programme area including dedicated learning centre and associated resources, equipment, fixtures and fittings. Direct management accountability of Capital Project outcomes of circa £1.4m and planning for the year 1 outputs of revenue income typically circa £500,000 p/a. Responsible for Business Plan and deliverables on the 16-19 and adult skills contract relating to the Campus investment including making changes to the allocation of resources to meet contract requirements and growth expectations. Responsible for the long-term planning and integration of the Specialist Sector Skills across all of LSS delivery sites.	
	Physical	Management of Sector Specialised Training Campuses(s) Regular setting up and use of specialist industrial plant and equipment including its safety and compliance with regulations. Regular manual handling of metallic materials in bar, plate and sheet forms of supply, also including use of powered lifting equipment such as overhead gantry where required. Regular movement of pressurised gas cylinders including compliance with regulations. Use of practical Vocational Welding Skills on a daily/very regular basis to support the curriculum delivery. Significant volumes of learner and staff data and information with responsibility for data protected Information. Development of strategies to engage employers and sustain a commercial income. Acquire and maintain Industry recognised standards which meet external audit requirements, underpinning continuation of commercial revenue generation.	
	Clients	Regular work with other services and providers, external suppliers, colleagues from Learning and Skills, public bodies, external organisations, auditors and inspectors. Carrying out of observations of teaching with staff and feeding back on	

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	quality improvement matters. Frequent contact with apprenticeship learners to collect feedback and first line complaints handling.
Duties and key result areas: <ol style="list-style-type: none"> 1. Ensure knowledge is current on funding rules and eligibility, national priorities, labour market intelligence and sectoral needs, and that the appropriate syllabus and standards are used in devising and agreeing the curriculum plan. Make appropriate curriculum propositions to the Curriculum and Skills Manager and Apprenticeship and Traineeship Development Manager in order to secure appropriate levels of resources and delivery of the plan. Revise the plans as directed to ensure priorities are met. 2. Specifically focus on the development of provision in key priority areas including Apprenticeships, Traineeships, Advanced Learning Loans, 16-18 Education Programmes for Young People, adult training courses and industrial commercial training. 3. Use appropriate tools and models to plan and predict performance to achieve given targets, within agreed resources. Ensure the delivery is effectively timetabled and resourced whilst being cost effective. Ensure delivery maintains a good balance and mix of provision with appropriate progression and developmental opportunities for learners. Make all the necessary arrangements for the resourcing of the curriculum plan including but not limited to efficient timetabling of staff, facilities, equipment and learning resources. Co-operate effectively with colleagues to ensure that the curriculum plan is appropriately timetabled to include Support and Pastoral elements. 4. To manage the budget and other resources including sites and facilities for a curriculum / programme areas. To follow financial regulations and procurement policies at all times. To comply with safety and industrial regulations at all times and inc. Sector specific H&S requirements. 5. Meet the needs of the economic and technical demands of the Sector as a Post 16 Provider and meet the needs of audit and inspection and those of our funding bodies. 6. Proactively identify opportunities and undertake development work on the curriculum in order to secure new enrolments, business, funding, partners and collaborations. To identify and rigorously develop opportunities for income generation and fundraising. 7. Collaborate closely with the Senior Leaders and colleagues to provide a co-ordinated and effective approach to marketing the curriculum plan through appropriate methods within given resources. Provide timely information on the curriculum to ensure associated support staff and service deadlines are adhered to timely. 8. Lead Performance Monitoring review meetings that measure key KPI's for the Curriculum area, accountable for Budget performance, Success/Retention/Achievement data, staff utilisation, recruitment, and overall Curriculum area performance. 9. Contribute to Capital Investment Plan to ensure a profiled return is both monitored and maintained for the subject area. 10. To contribute to standardised appropriate materials including course and progression information to support information, advice, guidance and marketing work in the service, meeting corporate communication standards. 11. Regularly lead a range of creative and exciting initiatives including but not limited to networking, community engagement, open days and visits, awareness raising, participation and progression events, that lead to securing the required volumes of enrolments and commercial income target. 	

12. Ensure appropriate strategies are in place for effective induction, initial assessment, entrance testing, target setting, recording of learning and developmental feedback are in place for the curriculum / programme area.
13. Ensure appropriate arrangements are in place for English and maths delivery for those who require it.
14. Ensure Pastoral support arrangements are in place that are consistent with the needs of learners.
15. To ensure Additional Learning Support arrangements and recording is in place for learners with SEN. Refer to the relevant manager Curriculum Lead for Learning Support for more complex support as appropriate.
16. Critically analyse participation data frequently and take prompt remedial actions to increase learner recruitment to maintain income plan profiles.
17. To systematically carry out quality improvement activities in the curriculum / programme area to achieve excellence. Carry out quality improvement activities including lesson observations, termly standardisation meetings, moderation, walk through visits, one to ones, caseload monitoring, auditing of course and learner records, reviews and appraisals, and taking rapid and effective remedial action as appropriate.
18. Promote the development of innovation in teaching, learning and assessment in the curriculum / programme and site. To lead on the identification and sharing of good practice in teaching and learning in the curriculum / programme area.
19. To systematically carry out analysis of learner progress and performance and personal development, behaviour and welfare in the curriculum / programme area to achieve the best outcome for learners. Carry out regular checks on learner progress, learner's work, attendance, retention, achievement, success, impact and progression, taking rapid remedial action as appropriate. Take prompt and effective action on learners at risk of early leaving, non-achievement or late completion.
20. To provide induction, training, coaching and support for staff, share best practice with the team and wider colleagues. To refer persistent performance matters promptly to the Curriculum and Skills Manager and/or Apprenticeship and Traineeship Development Manager as required.
21. To contribute to teaching, assessment, internally quality assurance where required as well as coaching staff to deliver and maintain high quality outcomes and to use practical Vocational Welding Skills on a daily/very regular basis to support curriculum delivery.
22. To organise all internal quality assurance for the curriculum / programme area ensuring that an active role is taken in the assessment, quality assurance and external accreditation plan for the area. Co-ordinate and attend external awarding organisation visits, receive and act on external action plans. Liaise with the Examinations and Internal Quality assurance Manager (Head of Exams) on maintaining accurate records of internal and external quality assurance and invigilation arrangements.
23. To perform risk assessment and introduction/maintenance of control measures of specific activity including but not restricted to: hot work, COSHH, powered machinery, pressurised gas.
24. To implement safe operating procedures in compliance with industrial regulations and to maintain standards in working to Safe Operating Procedures.
25. To achieve and maintain industrial accreditation for the Sector Specialist Training Centre to allow delivery of the Capital Business Plan outputs.

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26. To grow and nurture an industrial client base to allow delivery of the Capital Business Plan and to underpin exceptional progression to employment.
27. To lead the recruitment, selection, appraisal, review, cover arrangements, welfare and support, absence management and discipline of staff in the area of responsibility, following corporate policies at all times.
28. Write the SAR and implement the Quality Improvement Plan for the area. To lead or deputise a programme area in relation to the Education Inspection Framework as directed.
29. As required, to be the lead for contract and quality management of partnership and franchised provision, ensuring standards are met by contractors.
30. To take part in a daytime and evening rota of a site, first aid and fire warden cover as required
31. In order to maintain a professional atmosphere, a smart dress code is required, and you must wear a name badge at all times.
32. To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
33. To lead on ensuring meeting the National Local Enterprise Priorities and aligning the Learning & Skills Service with UK Industrial Strategy, the White Paper for Skills and NCC Strategic Skills Plan 2021-2024.
34. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
35. To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.
36. There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis

Work Arrangements

Transport requirements: Working patterns:	The work involves visits to multiple client industrial premises and Learning Campuses throughout Northumberland and out of County (National) on a very regular basis. Flexible working hours apply subject to the needs of the service and requirement for working on a rota being met. Evening working to provide training, undertake lesson observations or provide cover is required. Site call out may be required occasionally. Working in a range of environments including multiple client industrial premises, working remotely, workshops, offices and classrooms. Frequent travel across Northumberland and the North East is required both to deliver solutions and increase the client base.
Working conditions:	

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Relevant professional qualification • Teaching qualification (Level 5 approved eg PGCE, Cert Ed, B'Ed) • Formally qualified and in date 'Welding Examiner' status • Formally qualified and in date 'Welding Instructor' status • Formally qualified and in date 'Welding Engineer' status (or willing to commence working toward within first year of service). • Vocationally relevant L3 technical apprenticeship (time served) • Demonstrable vocational knowledge and skills of the welding and fabrication sector and its current technologies (within 2 years). • Excellent knowledge of teaching and learning • Excellent knowledge of Education Inspection Framework • Detailed knowledge of the learning and skills sector, inspection frameworks and how this applies to service development • Detailed knowledge of funding rules and regulations in the learning and skills sector and how this applies to designing, costing and delivering both a grant funded and commercially facing curriculum • Knowledge of local, regional and national priorities • Detailed knowledge of the operational, procedural and practical issues relating to the Learning and Skills service 	<ul style="list-style-type: none"> • Current assessor award (D32/D33 or A1) • Current internal verifier award (D34 or V1) • Postgraduate qualification • Management Qualification 	A, R, I
Experience		
<ul style="list-style-type: none"> • Instrumental involvement in achieving CSWTO status (or equivalent) for a welding training centre. • Significant knowledge of ASME IX, BS EN and ISO welding standards. • Significant knowledge of welding positions, processes and qualifications having been personally qualified in a range of welder qualifications as well as having witnessed candidates working toward qualification when performing the role of welding examiner in sheltered environment and a clients live manufacturing environment. • Significant knowledge of safety around hot work, pressurised gasses and powered machinery. • Significant teaching and organisation of teaching programmes within a range of education settings for young people and adults • Use of a wide range of teaching and learning strategies • Experience of planning, costing and timetabling large amounts of provision both for an on-site and off-site delivery setting 	<ul style="list-style-type: none"> • Experience of collaborative working • Experience of building new partnerships 	A, R, I

<ul style="list-style-type: none"> • Management experience and involvement in applying relevant methods, tools and techniques • Significant experience and proven track record of securing commercial partnerships and income • Excellent experience of management and leadership of staff with a thorough understanding of staff issues, building, leading and sustaining complex working relationships • Significant experience of delivering bespoke employer solutions and building of collaborative arrangements • Significant experience of supporting staff to improve • Track record of performing against challenging performance targets and deadlines • Experience of assessment and internal quality assurance • Significant experience of inspections and audits • Experience of conducting staff appraisals • Outstanding experience of setting targets and monitoring performance 		
Skills and competencies		
<ul style="list-style-type: none"> • Highly skilled in MIG/MAG, TIG, MMA and Oxyacetylene welding processes. • Highly skilled in Plasma-arc and Oxyacetylene thermal cutting. • Highly skilled in a wide range of sheet and plate metal forming and fabrication processes including the use of manual and powered machinery. • Able to programme and cut plate metal profiling operations using CNC control and/or CAD interfaces. • Outstanding teaching practitioner • Able to coach and mentor staff to improve • Ability to devise and deliver complex training solutions to external stakeholders to meet business demands both on-site and off-site • Excellent interpersonal and communication skills • High level of planning and organisational skills • Ability to work to deadlines and exact standards with a strong focus on completing and finishing • Ability to work accurately and effectively under pressure • Excellent problem-solving skills with high level of numeracy to be able to understand and reason with complex business-related statistics • Highly developed analytical, strategic, planning and organisational skills • Excellent ability to communicate effectively, negotiate and network through highly developed interpersonal, written, oral and presentation skills • Excellent track record and ability to work with external stakeholders who are Industrial clients and training organisations regionally and nationally 		A, R, I, P

<ul style="list-style-type: none"> • Ability to work unsupervised and on own initiative and lead an area on complex issues with sound resolutions • Ability to make sound financial decisions in the short term which have longer term impacts • Ability to develop and shape a curriculum offer that supports the growth of NCC Learning & Skills meeting all Local, Regional & National priorities • Help create a positive work culture in which diverse, individual contributions and perspectives are valued • Proactive and achievement orientated 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Periodically dealing with customers or staff who may be angry or difficult to manage • Able to move, erect and dismantle training equipment and resources • Ability to remain calm and logical in stressful and difficult situations • Ability to deliver challenging performance information and direct staff towards improvement of practices • Very high demand for precision and accuracy and timescales • Prolonged periods of concentrated mental attention and pressures from deadlines, interruptions or conflict • Requires very high analytical and developmental skills to analyse and interpret very varied and highly complex information • Requires excellent problem solving, creativity and judgemental skills to produce solutions and/or strategies • Enhanced and regular demand for emotional and mental skills in dealing with learners and staff and safeguarding 		I
Other		
<ul style="list-style-type: none"> • Committed to Equal opportunities • Committed to Health and Safety • Independently meet the travel requirements of the post across all of Northumberland and occasionally regionally and nationally 		A, I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits