

Job Description for Post of **Programme Delivery Lead**

Job Description

Job Title: Programme Delivery Lead

Career Level: 4 Manager

Department or Business Sector: MTC Training - Delivery (OAS)

Location: Culham Science Centre, Abingdon OX14 3DB

Reporting to: Programme Delivery Manager

Heading:	Description
<p>Job Purpose</p>	<p>MTC Training’s vision is to develop a training capability that embeds adaptable skills, knowledge and behaviours that futureproof UK manufacturing.</p> <p>Seeding the advanced manufacturing sector through the design, development and delivery of a range of education and training programmes from school engagement through to degree level is our core proposition.</p> <p>The Programme Delivery Lead role is required to have day to day operational responsibility for the delivery team of MTC’s pioneering training programme in partnership with UKAEA at our Oxfordshire Advanced Skills (OAS) facility.</p> <p>Function Overview</p> <ul style="list-style-type: none"> • Act as line manager to assigned trainers and ensure that they are effectively managed via 1-2-1s, assigned to units in accordance with their skills and abilities and developed to ensure operational targets are achieved • To prepare, teach and assess Learners in line with awarding body requirements depending on business needs • Be able to coach and mentor new staff to lesson plan, prepare resources and effectively track progress of their Learners • Report progress: advise on Learner, trainer and learning activities against targets on a regular basis to the delivery manager • Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style and be proactive in identifying opportunities that are appropriate to maintaining his/her professional development • To support the Programme Delivery Manager in the provision of an innovative, effective and efficient curriculum offer that meets the needs of Learners and employers in line with national, regional and local government agenda

Job Description for Post of **Programme Delivery Lead**

	<ul style="list-style-type: none"> • Work to continually improve standards in teaching and learning across the curriculum area(s) of responsibility • Work with colleagues across MTC Training to deliver an overall Learner experience, which engages, inspires and prepares Learners for the world of work. • To plan and execute a diverse programme that meets individual Learner needs within the curriculum area. • Provide outstanding leadership to Trainers and support colleagues/ technicians to ensure accuracy of portfolios, progress monitoring, workshop management and safe working practices, etc • Organise and manage the efficient day to day running of the Training Centre through effective timetabling of courses and good Trainer utilisation in teaching hours
Communication	<ul style="list-style-type: none"> • Ability to inspire the confidence of others through a clear approach to management in line with the MTC RIGHT Way • Promote health and safety of colleagues and Learners within the training facility • Excellent communication skills with proven ability to negotiate, influence and present to a wide range of audiences. • Ensure that the development and performance review process (Contribution and Impact) works effectively • Convene, chair and minute weekly team meetings to provide guidance and transparency • To work jointly with Delivery Managers and other Leaders to plan curriculum, delivery planning, share resources and skillset and prioritise trainer development to support the aims of the MTC Training • Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college)
Innovation	<ul style="list-style-type: none"> • Working closely with Quality Leads and Programme Delivery Manager to develop outstanding TL&A which utilises resources and technology • A dynamic, driven and enthusiastic approach to curriculum leadership and development with the ability to communicate effectively with colleagues internally and externally
Knowledge	<ul style="list-style-type: none"> • Experience of curriculum management • Experience in Lecturing/Training in your subject specialist area (able to plan lessons and prepare schemes of learning) • Working knowledge of Apprenticeship Standards and End Point Assessment • Self-starter and able to work on own initiative • Excellent written and oral communication skills • Understanding of the structure and assessment requirements of relevant awarding bodies and competence-based qualifications in further and/or higher education

Job Description for Post of **Programme Delivery Lead**

	<ul style="list-style-type: none"> • Experience of tracking progress and applying strategies to improve and raise Learner achievements and timely submissions
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Qualified to minimum Level 3 (Engineering expertise would be advantageous but is not essential) • A full teaching qualification is an essential requirement. As is significant experience / expertise in education (F.E / H.E or apprenticeships) • A full assessor qualification is a requirement. TAQA L3 or equivalent (or willingness to gain within 12 months of employment). <p>Desirable</p> <ul style="list-style-type: none"> • An IV qualification is desirable. TAQA L4 or equivalent • Engineering Industry expertise would be advantageous but is not essential
Person Specification	<p>All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:</p> <ul style="list-style-type: none"> • Acting responsibly, putting MTC's interests ahead of personal ambition; • Providing inspirational leadership to all who come in contact with you; • Delivering in the broadest sense a great working environment; • Leading with humility, honesty and integrity in all that you do; • Promoting teamwork, supporting through difficult times and collectively celebrating our successes. <p>In addition:</p> <ul style="list-style-type: none"> • Passionate about supporting Learners to achieve • Determination to succeed and passionate about the subject area • Highly articulate, highly presentable, excellent written and oral communication skills and confidence to give presentations to a wide variety of audiences • Self-starter, able to work on own initiative • Able to travel throughout the UK – driving licence required • Self-motivated regarding their Continuing Professional Development • A team player and ability to lead, motivate and inspire team members • Strong customer relationship and interpersonal skills • Highly motivated and resilient. • Able to work in a way that promotes the safety and wellbeing of Learners

Job Description for Post of **Programme Delivery Lead**

