

JOB DESCRIPTION

Job Title: Computing CPD Hub Lead

Responsible to: Head of Computing

Responsible for: Leading the NCCE Hub for Greater Manchester

1. Job Purpose

- 1.1 To provide vision and purpose for the establishment and development of a successful NCCE hub.
- 1.2 Leadership of NCCE hub provision across the region specified by NCCE contract.
- 1.3 To develop networks across the GM area to support the aims of the NCCE program.
- 1.4 To lead and manage the delivery of high quality CPD as part of the NCCE hub offer.
- 1.5 To develop effective relationships across the NCCE national network and with relevant employer and industry links.
- 1.6 To manage the project lead/admin team member to effectively support the NCCE Hub.
- 1.7 Ensure the hub reflects current best practice across Computer Science education and qualifications.
- 1.8 To represent the College in a positive and proactive manner.

2. Key Responsibilities

- 2.1 Ensure that the hub KPI's are met.
- 2.2 Provide effective intervention measures if KPI's are below target.
- 2.3 Report on the progress of the hub.

3. Specific Duties

- 3.1 Attend and host networking events to develop hub links
- 3.2 Effectively promote the hub through a range of marketing activities
- 3.3 Schedule CPD events for Computing practitioners in the Greater Manchester Area
- 3.4 Draft reports detailing the progress of the hub and areas for development

4. General Duties

- 4.1 Monitor and develop the hub social marketing campaigns
- 4.2 Monitor and evaluate the effectiveness of CPD events

5. Budget Responsibility

The post holder is **not** a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College’s Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Respect for learners and staff
- Professionalism
- Excellence in service delivery
- Commitment
- Transparency

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

Computing CPD Hub Lead – Employee Specification

		E	D	How?
Qualifications & Training	<ul style="list-style-type: none"> • Degree or equivalent qualification • Relevant qualification in Marketing, Public Relations or Computing • Evidence of Continuous Professional Development 	E E E		A
Specialist Knowledge	<ul style="list-style-type: none"> • Ability to think outside the box with a logical approach to problem solving • Ability to reflectively evaluate the performance of others • Ability to handle and interrogate data sets • Excellent communication skills, verbal and written • Ability to communicate to large audiences using social media • Ability to create campaigns using both traditional methods and on social media 	E E E E	D D	I/A
Experience	<ul style="list-style-type: none"> • Experience of successfully delivering projects with linked KPIs • Experience of drafting clear and concise reports • Experience of marketing a project • Experience of networking and recognising key stakeholders within networks 	E E	D D	I/A

	<ul style="list-style-type: none"> • Experience of self-evaluating your own performance • Willingness to complete appropriate training and professional development 	E		
Skills and Attributes	<ul style="list-style-type: none"> • Capacity for hard work with a proactive approach, along with high expectations • Ability to develop professional relationships with key stakeholders • Ability to communicate clearly in person, electronically or by telephone • Ability to be persuasive and persistent in pursuit of goals • Ability to work independently as well as part of a team • Strong organisational skills and ability to prioritise own workload and manage a calendar • Flexible and open minded approach to completion of work • Confident in event management eg speaking to groups people • Ability to represent the college and NCCE in a positive and pro-active manner 	E		I/A/R

	<ul style="list-style-type: none"> • Ability to work to deadlines with excellent time management • Willingness and desire to learn and use new technologies • Genuine interest and passion in developing Computer Science in schools • Willingness to work flexible hours as and when required 	E E E E		
Other	<ul style="list-style-type: none"> • Fit for the duties of the post • DBS check on application • Regular and punctual attendance. • Willing to undertake first aid training and duties as necessary. 	E E E	D	R/I
6. Equal Opportunities	<ul style="list-style-type: none"> • Willing to implement College Equal Opportunities Policies. 	E		To be assessed at interview.
7. Safeguarding	<ul style="list-style-type: none"> • Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with 	E		To be assessed at interview

E = Essential D = Desirable A = Application O = Observation I = Interview T= Test R=Reference