



Head of Built Environment

JOB DESCRIPTION

Directorate of Engineering, Construction and Building Technology (ECBT)



ADVERTISEMENT

Head of Built Environment (on-site)

Within the range of £45,003 to £51,846 per annum* ** plus market forces payment up to £5,781 pro-rata (dependent on qualifications and experience)

*Bar at salary point 3. Progression beyond the bar requires an application process against eligibility criteria

**Starting salary subject to college salary assessment process

35 hours per week (includes some teaching hours), 52 weeks a year

This is an excellent career opportunity to join the management team at Suffolk New College. This role will require you to lead on the operational and strategic aspects of our Built Environment programmes within Engineering, Construction & Building Technologies.

Working closely with the Director, you will proactively support, lead and develop staff to deliver an exceptional learner experience.

You will therefore need to be able to demonstrate:

- Excellent people management and development skills.
- Experience in working with T Levels, Apprenticeship standards, commercial courses, HE and higher-level programmes.
- Ability to build and develop effective and sustainable relationships with employers and stakeholders.
- Creative and innovative approaches which deliver an exceptional student experience and student outcomes.
- Work collaboratively with external organisations, such as the CTEC for the East of England, and the Clean Energy Technical Excellence College coalition.

As part of this role, you will also be required to undertake some teaching hours; therefore, you should be able to demonstrate proven teaching expertise in a related subject area.

You should also hold a relevant degree or professional qualification, maths and English at level 2 or equivalent, alongside a teaching qualification at level 5.

This post is based at Suffolk New College, Ipswich Campus. However, Suffolk New College is a multi-campus site therefore you will be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing date: Thursday 13th August 2026 at Midnight

Interview date: Monday 24th August 2026

The College reserves the right to close this advert early.

Kindly be advised that we are unable to provide skilled worker sponsorship. Applicants must have the right to work in the country without the need for sponsorship.

You may use AI tools to support your application but all information must truthfully reflect your own skills and experience. You may be asked to discuss the details during the recruitment process.

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantees to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) checks.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

DIRECTORATE OF ENGINEERING, CONSTRUCTION AND BUILDING TECHNOLOGY

The Directorate of Engineering, Construction and Building Technology is an exciting and vibrant area of the College with state of the art workshops delivering qualifications from Level 1 to Level 6 in a range of subjects including; Electrical Installation and network engineering, Mechanical, manufacturing, fabrication engineering, Welding and Automotive, and Built Environment Professional courses such as Quantity Surveying, Construction Management, Civil Engineering and Geospatial Surveying.

The team comprises management, curriculum coordinators, teaching staff, technical support staff and administrators who are all committed to delivering an exceptional experience to our students to enable them to achieve and progress their chosen career through further or higher education opportunities or employment.

The directorate offers higher-level skills qualifications through full-time T Level programmes, apprenticeship routes, part-time routes, and some shorter, commercial learning programmes.

Teaching and learning are effectively delivered by subject-specific lecturers who are invested in providing a high standard of learning and skills development. Trainers from the apprenticeship team work closely with Directorate Lecturers to provide effective support to apprentices. This relationship is particularly strong in the Construction area and the impact is evident in the outcomes.

JOB DESCRIPTION

Head of Built Environment (on-site)

Summary of Benefits and Terms and Conditions

Location:	Main location, Suffolk New College, Ipswich Campus* (on-site)
Salary:	Within the range £45,003 to £51,846 per annum** plus market forces payment up to £5,781 pro-rata (dependent on qualifications and experience) **Starting salary subject to college salary assessment process
Salary Scale:	Head
Contract status:	Permanent
Hours of work:	35 hours per week (includes some teaching hours), 52 weeks a year
Pension:	Career Average Pension Scheme in which employees contribute between 7.4% and 11.7% depending on salary
Holiday:	50 days per annum (including bank holidays and Christmas closure)
CPD days:	5 college-directed CPD days per annum
Staff Development:	Corporate, Departmental and Personal Development Programme opportunities
Reporting to:	Director of Engineering, Construction and Building Technology

*Suffolk New College is a multi-campus college, therefore you will be required to work at and travel between campuses.

**Bar at salary point 3. Progression beyond the bar requires an application process against eligibility criteria.

JOB PURPOSE

- To lead and develop a curriculum offer, which meets learner demand, employer needs and delivers an exceptional experience to all learners.
- To manage, inspire and motivate staff and to work as part of the management team.
- Be responsible for matters relating to financial, staffing, and students within our built environment area (including Degrees, Built Environment apprenticeships, and T-level programmes).
- To secure outcomes in line with Key Performance Indicators.
- Work in collaboration with the CTEC organisations the college belongs to, and ensure learners are benefitting from these.
- Work with the Employer Engagement team to build new, and nurture existing relationships with Industry Partners and local SMEs.

MAIN RESPONSIBILITIES AND DUTIES

1. To lead our Built Environment (at level 3 and above) areas within Engineering, Construction and Building Technology (T-level, Vocational Apprenticeships, HTQs & Degree programmes, Built Environment Apprenticeships) within the Directorate. Ensure the overall delivery of targets are achieved, setting high expectations for both staff, apprentices and students.
2. To manage, inspire and motivate staff including undertaking recruitment, lesson observations, performance reviews, setting targets and taking action as required.
3. To work in partnership with external agencies and develop new provisions that promote employment and career opportunities using national and local information.
4. To work collaboratively in the establishment of effective employer engagement and to develop work experience for our T Level learners and commercial training opportunities.
5. To be accountable for student and apprentice progress and outcomes in a timely manner.
6. To be responsible for the delivery of a high-quality student and apprentice experience within the curriculum area and to contribute to the Directorate's overall delivery and achievement.
7. To lead promotion of courses at open events, school events, college open days etc. To ensure there is presence from the delivery teams to support information, advice and guidance to prospective new learners.
8. To pro-actively monitor course data, student and apprentice reviews, set targets and to take remedial action as required.
9. Pro-actively use data systems within the College such as ProAchieve and Education Business System (EBS) to access information to track progress within the curriculum area and to provide accurate data for internal and external reporting purposes.
10. To be fully conversant with awarding organisations, course regulations and specifications for the curriculum area.
11. To work in partnership with HEIs that validate our higher-level qualifications, taking lead to report on progress and developments in partnership meetings, writing and delivering reports, and supporting the administration processes.
12. Pro-actively manage student and apprentice applications, information, advice, guidance, and enrolment in liaison with the central admissions team and contribute to the publicising of courses offered both internally and externally.
13. Resolve student and apprentice behaviour and disciplinary issues in line with the College's Positive Behaviour and Attitude to Learning Policy and the Learner Disciplinary Policy, keeping the Director informed as appropriate and provide guidance to staff on student behaviour and performance issues and how matters should be taken forward.

14. Manage the assessment processes for the curriculum area including planning of internal verification, co-ordination of EV visits and chairing pre-assessment boards and supporting the Director with the full assessment boards ensuring compliance with all College policy and awarding body regulations.
15. To undertake teaching on courses and programmes of study including lectures, seminars, tutorials, and workshops for students engaged on programmes within the curriculum area.
16. To write, and be accountable for the delivery of, the self-assessment documents for curriculum area – both further education and higher education, contributing to the Directorate's overall self-assessment report and the Colleges' higher education RIME process. To lead on quality improvement initiatives for curriculum areas and where appropriate across the Directorate.
17. Advise the Director of staff development needs for the curriculum area and contribute to the staff development programme. Work with the Director to co-ordinate activities for College-wide staff development days and to run sessions as required.
18. To be responsible for curriculum planning and full implementation of the agreed curriculum plan and timetables and day to day delivery, including arranging cover for staff absence.
19. Establish effective communication within the curriculum area and manage team meetings. To act as a main point of contact for staff within the curriculum area providing advice and guidance as required.
20. To monitor and pro-actively manage any commercial aspects of the curriculum area including the relevant budget lines in line with the budget allocation.
21. To comply with Health and Safety regulations and implement these effectively throughout all aspects of the role, including responsibility for the co-ordination and production of risk assessments for delegated areas, in consultation with the Director.
22. To attend College and relevant HEI partnership meetings, networking forums and promotional events both internally and externally maintaining strong links with colleagues, employers, education providers, governors, ambassadors and the local community. To lead the partnership reporting process, both creating reports with course leads and reporting at meetings.
23. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
24. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new/varied work.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	● Good standard of education including maths and English to Level 2 (GCSE C or 4 grade) ● Relevant Degree or professional qualification ● Teaching qualification (Level 5) ● Strong lesson observation and audit profile	● Management qualification ● Coaching qualification ● Assessor qualification ● IQA qualification ● Member of any of the following Institutions (ICE, RIBA, RICS, CIOB etc) ● Relevant Post Graduate qualification
Knowledge and Experience	● Knowledge of current industry standards, trends and technology ● Experience of teaching, training, assessing, mentoring and/ or coaching people ● Experience of managing student performance including; attendance, complaints, discipline, retention, progress and achievement ● High level understanding of teaching, learning and assessment ● Experience of curriculum management ● Management of high performing teams ● Working with young people ● Experience of T Level provision and/ or degree level provision	● Government initiatives impacting Further Education ● Awarding body regulations and course specifications ● Relevant professional education experience
Skills	● Excellent communication skills and ability to communicate with a range of learners, staff and employers ● Planning, time management and organisational skills ● Build and maintain professional and collaborative working relationships both internally and externally of the college ● Teamwork and a commitment to sharing and promoting best practice ● Report writing and data analysis to inform, justify and drive change and deliver positive outcomes ● IT literate and drive to enhance and streamline processes through using technology	● Budget management ● Change management

Qualities and Attributes	● Strategic vision accompanied by operational know how ● Motivational, inspirational and influential ● Student focused approach ● Creative and innovative ● Effective decision-making ● Pro-active and solution focused approach to problem solving ● Self-awareness and reflective thinking ● Calm under pressure with a resilient approach ● Diplomacy, tact and integrity and with due regard for confidentiality	
Attitude	● Driven to deliver high quality teaching, learning and assessment ● Embeds and promotes equality, diversity and respect through all aspects of the role ● Pro-active commitment towards safeguarding and promoting the welfare of young people ● Positive and can do attitude towards work ● Actively participates in continued professional development ● Flexible approach to meet changing needs	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantees a short list to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

INFORMAL ENQUIRIES

For informal enquiries please contact Dr Emma Harvey, Director on 01473 382331 or email emmaharvey@suffolk.ac.uk.

HEAD SALARY SCALE

Head	Salary Point	£ per annum
	1	£45,003
	2	£46,344
	3	£47,838
	BAR	
	4	£49,092
	5	£50,466
	6	£51,846

Plus market forces payment up to £5,781 pro-rata (dependent on qualifications and experience)

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