

JOB DESCRIPTION

Title:	Programme Leader
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum; 26
Responsible to:	Head of Faculty

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

Main Responsibilities

1. Provide teaching, learning and assessment.
 2. Act as Tutor to groups of students.
 3. Lead/co-ordinate learning
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- 1. Teaching, Learning and Assessment:**
 - 1.1 Participate in the interviewing, enrolment and induction of students.
 - 1.2 Provide teaching and learning whether in the classroom or a workshop.
 - 1.3 Prepare schemes of work, lesson and assessment plans.
 - 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
 - 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
 - 1.6 Contribute to the wider enrichment of students.

- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2. Tutor

- 2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.
- 2.2 Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

3. Programme leadership

- 3.1 Provide inspirational leadership of learning within a subject/programme area.
- 3.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 3.4 Link with, inform and support Associate Lecturers within the programme area.
- 3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self assessment.
- 3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

4. Additional Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

PERSON SPECIFICATION

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Good team & leadership skills	A/I	The use of information technology in teaching	A/I
	Economics teaching experience.		Teaching experience ideally in an FE environment.	A/I
<u>Skills & Abilities</u>	Excellent verbal and written communication skills	A/I	Good IT Skills	A/I
	Excellent time management skills	A/I	An ability to teach a second subject	
	Ability to prioritise work and meet deadlines	A/I		
	Organisation and scheduling skills	A/I		
	Accuracy and attention to detail	A		
	An ability to teach across the full range of Economic courses offered within the Faculty	A/I		

<u>Qualifications</u>	A specialist degree or related qualifications or experience	A	Qualifications related to the work of the department Cert Ed/PGCE	A A
<u>Personal Qualities</u>	<p>Mature and systematic approach</p> <p>Willing to share good practice</p> <p>Ability to work in a team and on own initiative with limited supervision</p> <p>Willingness to undertake further training if necessary</p> <p>A flexible and versatile attitude to working arrangements</p>	<p>I</p> <p>I</p> <p>A/I</p>		
<u>Mandatory Requirements</u>	<p>Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</p> <p>Commitment to equal opportunities</p>	<p>I</p> <p>I</p>		

***Key: A = Application Form**

I = Interview