



## **JOB DESCRIPTION**

<b>Title:</b>	Programme Leader Business
<b>Grade:</b>	Programme Leader
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 864 hours, weekly maximum; 26
<b>Responsible to:</b>	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

### **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.
- 1.14 Pro actively encourage employers to engage with the curriculum be that through industry visits, guest speakers or help with curriculum design

## **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 – Programme Leader				
	Essential	How Identified*	Desirable	How Identified*
<b><u>Experience</u></b>	Teaching experience at various levels .	A/I	Recent experience within industry.	A/I
			Experience as a course tutor.	A/I
			Experience of Programme Managing	A/I
			Experience working in partnership with employers	A/I
			Experience of teaching Business	A/I
			Experience of teaching BTEC	A/I
<b><u>Skills &amp; Abilities</u></b>	Excellent verbal and written communication skills.	A/I	Knowledge of Microsoft Word, and Powerpoint.	A/I
	Ability to deliver inspiring lessons which motivate students to learn.	A/I		
	Able to set challenging but realistic targets and support	A/I		

	students to achieve target grades			
<b><u>Qualifications</u></b>	Teaching Certificate 730 (PTLS)  Qualifications in Business and/or Finance.  Willingness to work towards Cert Ed.	A  A  A/I	Cert Ed/PGCE.  Commercial courses (up-to-date techniques).	A  A
<b><u>Personal Qualities</u></b>	Ability to work in a team and on own initiative.  Ability to work to tight deadlines and changing priorities.  Willingness and ability to adapt personal role as circumstances change.	I  I  I	Willingness to undertake further training if necessary.	A/I
<b><u>Mandatory Requirements</u></b>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College       Commitment to equal opportunities	I       I		