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| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post:** Programme Co-ordinator

**Reports to:** Head of Learning

**Hours of work:** 37 hours per week

**Teaching:** 24 Periods per week, 22% remission

**Salary range:** £40,000 - £44,000

**Main purpose of job**

To work with the Head of Learning to plan, organise and co-ordinate a range of programmes across the specific learning area, this is to be in line with the curriculum development plan and taking into account the College strategic priorities, ensuring an excellent learner experience is provided to all learners. There will be some teaching attached to the post, the teaching load will be reviewed annually.

Programme Co-ordinators will be line managers. However, it is the Head of Learning who will take overall sccountability for the performance of learners and staff within the learning area.

**Duties and responsibilities**

* To plan, develop and co-ordinate a range of courses in the learning area to ensure that the offer meets the needs of learners and takes account of best practice and national developments so that learners achieve their learning outcomes and progress to university, further training or employment.
* Continuously improve the quality of main subject, English and Maths provision e.g. through ensuring timely compliance with is the quality cycle IV/EV requirements, assessment schedules and course review activities.
* Ensure effective support for all students so that the Progress Coach Tutorial framework, ProMonitor and targets, tracking and intervention processes are consistently implemented and meet the needs of all learners.
* To contribute to strategies designed to improve the quality of Teaching, Learning & Assessment and support the development of innovative approaches to curriculum delivery.
* Ensure the highest standard of course planning and resources (e.g. schemes of work, online resources and course materials).
* To develop and implement procedures to ensure consistency and rigour in learner assessment.
* Ensure that challenging targets are set at course level and achieved for recruitment, retention, achievement and progress, through monitoring and follow up of Key Performance Indicators.
* Support with the timetabling and deployment of staff, to ensure efficient utilisation.
* To co-ordinate and deploy resources including support with the recruitment, induction, development and support of new staff and course leaders.
* To work with the Marketing team to develop publicity materials and marketing strategies to attract learners from all sections of the community.
* To develop new programmes and curriculum development, including cross college initiatives, commercial, full cost and Higher Education where appropriate.
* To organise the day to day operations of the learning area e.g. arranging cover, organising local arrangements for open evenings and parent, employer or other College related events.
* To lead on agreed items at team meetings and to hold meetings with course teams where appropriate.
* To work with the recruitment, induction, development and support of Curriculum Work Based Learning Assessors staff and course leaders. To liaise with Business Solutions supporting in the monitoring and completion of timely success of Apprenticeship Frameworks within the area.
* To work with the Head of Learner Journey to ensure that the learner voice is central to college developments and informs decision making and quality improvement.
* Coordinate partner collaboration with prominent employers, third sector and other organisations whose partnership enhances the quality of the college provision.
* Oversee and develop all aspects of study programmes.
* To be high profile within all areas of the learning area and ensure that professional standards are evident in all aspects of the college operation, ensure learner standards are rigorously and consistently applied and best practice is shared.
* Teach on relevant curriculum programmes and manage learning and assessment activities, undertaking the full range of duties of a teacher. Programme Co-ordinators will normally teach 24 teaching periods per week. Teaching duties are subject to annual review.

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To promote a unified presence as a member of a cohesive management team and have strong visible and supportive presence throughout the College.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including Prevent is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To effectively manage and support team’s cross college.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Appraisal.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description. Where changes to a job description are identified and deemed necessary, it is the College’s aim to reach agreement on such changes with the post holder, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | **Teaching/Pedagogy**  Hold one of the following:  A teaching qualification at minimum Level 4 if obtained before 2007 (CertEd, C&G 7407 Stage III) or minimum Level 5 if obtained after 2007 (e.g. DTLLS, PGCE, DET)  Those who do not have a qualification will, as a condition of employment, be required to obtain a teaching qualification, at Level 5, within the first 2 full academic years of their appointment date.  **Subject specialism**  Evidence their subject specialism in one or more of the following ways:  By holding a professional/vocational qualification at Level 5 or above  Through demonstrable extensive industry experience  ESOL/English and Mathematics: By holding a Level 4 C&G 9485/6 in their subject area if obtained before 2007 or a Level 5 ADTLLS/SDTLLS if obtained after 2007 (or subject specialism may be incorporated within the teaching qualification, e.g. PGCE with Literacy)  Post holders who are required to teach a subject above Level 5 should demonstrate competency in operating at/above the level of the taught subject.  **Educated to Degree level (Level 6)** or hold an equivalent professional qualification | Assessor and Internal Verifier Awards appropriate for the subject area (or willing to achieve within 2 years of the appointment date) |
| **Experience and knowledge** | Experience of planning and developing curriculum programmes  Substantial experience of effective timetabling, deployment and utilisation of staff  Successful relevant teaching experience, delivering Outstanding and Good (Grade 1 and 2) lessons in relevant teaching/vocational areas.  Successful track record in improving the quality of teaching and learning in FE, Sixth Form College or School Sixth Form.  Successful team worker with a track record in achieving results.  Demonstrable knowledge of incorporating Equality and Diversity within the curriculum  Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment |  |
| **Skills and attributes** | Ability to set and successfully achieve targets in relation to recruitment, retention and achievement  Ability to organise key activities and events such as tutorial and progress review weeks  Effective written communication skills  Effective oral and presentation skills  Ability to work effectively as a team member  Ability to analyse and solve problems  Good organisational and time management skills  Good personal IT skills  Commitment to achieving excellence through continuous curriculum and personal development.  Demonstrable commitment to the College’s vision and values.  Commitment to educational values  Ability to work flexibly to meet changing needs  High level of personal integrity and confidentiality  Appropriate professional appearance  A comprehensive understanding of Safeguarding and Keeping Children Safe in Education  Demonstrable knowledge and understanding of leadership strategy and skills  Demonstrable experience of displaying and promoting the College’s values and behaviours within the organisation:   * Respectful * Autonomous and accountable * Open minded and honest * Innovative * Can do attitude * Motivated and inspiring |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………