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### Role Description

Business Area: Skills for Life (Life Long Learning)

Job Title: Programme Manager

Salary Scale: MS 3 - £39,755.62

Location: Hopwood Hall College

Accountable to: Centre Director

Hours of Duty: 37 hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### You will be responsible for providing effective leadership and operational management of your teams. Supporting and working with the Centre Director to ensure the area contributes and achieves the College’s objectives of becoming an outstanding, innovative and customer focussed provider that ensures growth in recruitment and delivers service excellence for all.

### Duties

1. To oversee leadership of the programmes delivered within the curriculum area ensuring highly effective delivery of teaching, learning and assessment.
2. To lead and support curriculum innovation within the programme team to ensure the curriculum offer is effective in meeting the needs of learners and employers in line with national, regional and local government agenda.
3. Ensure all targets set for recruitment, attendance, punctuality, retention, achievement and progression are regularly reviewed and monitored with programme teams.
4. To promote excellence in all aspects of the curriculum, management development and Innovation, and facilitate the sharing of best practice.
5. Effectively manage the programme teams to ensure all aspects of the College’s quality assurance processes are fully implemented.
6. Lead the team to effectively engage with, and produce a robust self-assessment report.
7. Co-ordinate internal and external verification processes, liaising with awarding bodies, external verifiers and the College’s exams team
8. Support the Centre Director to ensure that programme teams are consistently high performing through effective use of the College’s performance management system, including conducting performance review meetings.
9. Lead, motivate and support programme teams so that they can make a full and valued contribution to the development of the programme area.
10. To deliver 648 hours per year of scheduled teaching
11. Support and lead the team to fully prepare for external/internal inspection and all audits.
12. Effectively manage all cost centre budget allocations in line with the College’s financial regulations.
13. Be responsive to internal and external college initiatives
14. Be an active member of the cross college teaching and learning observation team.
15. Work with marketing and others partners to raise the profile of the area.
16. Any other duties of a similar level of responsibility as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

##### Teaching Qualification

##### Qualification or Experience in SEN

##### Desirable Criteria

Degree and/or relevant professional qualification

Management qualification and/or experience

**How Identified**: Application

#### Experience

##### Essential Criteria

Recent experience of curriculum development within FE

Academic/industrial/commercial experience in one of the areas of the curriculum work.

Experience of using college wide systems.

##### Desirable Criteria

Management experience including responsibility for quality, staff and curriculum

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Knowledge of the curriculum portfolio

Ability to teach on programmes within the curriculum

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Intermediate user of Microsoft applications

Ability to use technology to generate information and improve efficiency

**How Identified**: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Essential** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Essential** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Essential** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.