

SOUTHEND ON SEA BOROUGH COUNCIL

Southend Adult Community College

JOB PROFILE

JOB DESCRIPTION

Job Title	Programme Manager
Reports To	Head of Department
Responsible for	Tutors Other identified staff
Level	Scale 34 - 37
Hours	FT - 1FTE
Main Purpose of the Job	<ol style="list-style-type: none">1. To develop and manage a range of courses at all levels, which may include vocational and community based programmes in a wide variety of learning environments.2. To manage a team of staff delivering courses.3. To be responsible for the quality monitoring and improvement of programmes including teaching and learning standards.
Principle accountabilities and responsibilities	<ol style="list-style-type: none">1. To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent2. Make a positive contribution to the delivery of the College, this will include working flexibly and positively to achieve the objectives of the council.3. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.4. Manage customer focused provision and the effective use of resources.5. Support effective working relationships and act as an ambassador and advocate with external organisations6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.7. Recruit, induct and manage an identified group of tutors and associated staff in accordance with Council and College policies and procedures, and be responsible for monitoring their performance through observations, course documentation checks, supervisory meetings and appraisals.8. Undertake an annual teaching commitment of 216 hours9. Undertaking teaching duties assumes preparation, assessment, quality assurance, course documentation and tracking are commensurate with the level of delivery.10. Co-ordinate the assessment and internal quality assurance process where appropriate, including identifying assessors and

	<p>verifiers, liaison with the external quality assurer and preparing for the EQA visit.</p> <ol style="list-style-type: none"> 11. In conjunction with Registry staff manage the compliance with College procedures with regards to Awarding Organisations 12. Monitor attendance and retention in classes and produce interim reports at agreed intervals commenting on progress towards learner numbers, retention and achievement targets. 13. Provide support to teaching staff in relation to developing schemes of work, learning outcomes and relevant assessment and evaluation activities. 14. Keep abreast of curriculum developments and identify opportunities for joint activities and new initiatives, which will improve the quality and scope of the curriculum offer. 15. Contribute to the self-assessment and development planning process by providing course information, data and evaluations. 16. Check that all auditable documentation is completed e.g. course data sheets, registers, enrolment forms, and instigate corrective action where required. 17. To assist with departmental tasks such as, but not limited to, attending parent events, attending WBL and apprenticeship events, community based events, exam invigilation 18. Deliver staff development sessions relevant to identified teaching and learning needs. 19. Participate in continuing professional development in agreement with the Head of Department. 20. Manage and monitor a delegated budget where appropriate. 21. Agree personal work objectives with the line manager and to regularly review progress towards their achievement. 22. Carry out duties with due regard to the Council's customer care, Equality & Diversity, information governance, data protection and health and safety policies and procedures 23. Undertake any other duties commensurate with the level of the post, including cross-service responsibilities as agreed with the line manager.
	Evening and occasional weekend working will be required

		METHOD OF ASSESSMENT ✓		
		Application Form	Interview	Test
	EDUCATION & PROFESSIONAL QUALIFICATIONS			
	A degree or equivalent	✓		
	A teaching qualification relevant for working in FE or Adult and Community Learning	✓		
	Management development training appropriate for FE or Adult and Community Learning	✓		
	Level 2 Maths and English, minimum GSCE grade C or equivalent (or commitment to gain one within 2 years).	✓		

	EXPERIENCE			
	Recent experience of teaching adults	✓	✓	
	Successful experience of developing, promoting and managing a programme of accredited and non-accredited learning relevant for adults	✓	✓	
	Evidence of managing teams of tutors and curriculum managers	✓	✓	✓
	Successful track record of curriculum development and innovation particularly in widening participation and community partnerships	✓	✓	
	Experience of developing learning support within the vocational curriculum to enable individuals to achieve	✓	✓	
	Experience of team leadership and staff management	✓	✓	
	Experience of quality improvement, including writing self-assessment reports against the Common Inspection Framework standards.	✓	✓	✓
	SKILLS & ABILITIES			
	Ability to support a wide range of staff and to deal with performance management including disciplinary issues when appropriate	✓	✓	✓
	Ability to plan strategically	✓	✓	✓
	Ability to communicate effectively, orally and in writing, with a wide range of staff, students and members of the public	✓	✓	✓
	Evidence of ability to manage a varied workload and decide priorities within limited available time	✓	✓	
	Experience of delivering a staff development programme relevant for FE or Adult and Community Learning tutors.	✓	✓	
	KNOWLEDGE			
	The Common Inspection Framework relating to adult and community learning	✓	✓	✓
	Local and national priorities for adult and community learning	✓	✓	✓
	EQUAL OPPORTUNITIES & CUSTOMER CARE			
	An understanding of the equal opportunities policy of the Service and experience of implementing it	✓	✓	
	SPECIAL REQUIREMENTS			
	Evidence of eligibility to work in the UK.	✓		

This role requires an Enhanced Disclosure from the Disclosure and Barring Service.

