

Loughborough College Job Description

1. Job Details

Job Title:	Programme Area Lead – Study Programme maths & Adult GCSE maths
Competency Level:	Teaching 3
Reporting To:	Curriculum Manager - Study Programme English and maths and Adult GCSE E&M
Department:	Academic – English and maths
Annual Salary (FTE):	£34,000 per annum
Date:	July 2018

2. Job Purpose

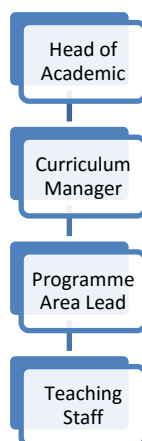
The Programme Area Lead will be responsible for the co-ordination and management of course delivery and related support ensuring high standards of quality and learner outcomes are achieved. The Programme Area Lead will report to the Curriculum Manager and make a considerable contribution to the co-ordination of the teaching and delivery of study programme maths and Adult GCSE maths provision and to the College's aim to provide outstanding quality and responsiveness in teaching, learning and assessment practice in this subject area.

The post holder will have successful experience as a teacher, with wide knowledge and practice of planning, organising and delivering a diverse and creative curriculum, liaising closely with vocational areas to promote and integrate the delivery of mathematics in all areas of a study programme. The Programme Area Lead will be able to confidently lead and coordinate the work of teams and individuals to meet challenging targets. The Programme Area Lead will undertake a teaching commitment as an outstanding role model in the delivery of mathematics and to be a role model for outstanding teaching, learning and assessment.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

Corporate

- To promote the College's vision and mission and strategic objectives and to promote behaviours which underpin them
- To act as an ambassador for the College at international, national, regional and local level and to maintain the highest standards of professional conduct
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike
- To proactively promote equality of opportunity in all aspects of the work role and lead and manage compliance to the agreed Health and Safety policy and practice
- Promote a positive approach to security and discipline within the College community

Specific Duties:

- Preparation of learning materials, lesson plans, schemes of work and assessments to support high quality teaching and learning for all scheduled teaching
- Conducting all required assessments of learner's work and preparation for examinations to required college and/or validating institution requirements
- Actively develop ILT and learner centred approaches when delivering teaching and support activities across the programme area.
- Supporting the Curriculum Manager in the strategic development and management of learning and curriculum development within and beyond the curriculum area
- Providing academic and professional support and guidance to staff within the programme area
- Actively promoting continuous improvement and ensuring compliance with the College's Quality Assurance provision, including participation in curriculum and College self-assessment preparation, quality audits and observation of teaching.
- Play a key role the Internal verification procedures and preparation for external reviews
- Maintain an up-to-date knowledge of qualification frameworks, subject specifications, assessment procedures and national initiatives
- Implement the team's key performance indicators – ensuring that they are understood and achieved
- Deal with matters of learner misconduct and/or unsatisfactory learning progress, as set out in the Discipline Procedure for learners
- Promote a culture of teamwork, in which the views of all members of the department are valued and taken into account

- Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Ensure that students in the curriculum area receive excellent student support and experience
- Assist the Teaching and Learning Team as appropriate to ensure high standards, and agree and monitor support plans as necessary
- Contribute to the successful planning and operation of validation, external examination and assessment boards.
- In liaison with the Head of Department, be involved in the recruitment and selection of staff and their deployment to ensure the effective delivery of the Curriculum
- To be proactive in the early diagnosis of potential quality issues, to provide leadership on the implementation of strategies and interventions to deliver improvements and to monitor and report on their impact

Other:

- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by Senior Managers within the context of the Loughborough College contract

6. Key Result Areas

Action	Result
To lead on and support the delivery of GCSE and Functional mathematics	Continually improving outcomes for both qualifications
To ensure quality of assessments for external moderation/verification	Quality Assurance maintained
To support and mentor staff members	To ensure high standards, success rates and student satisfaction

7. Key Working Relationships and Communications

Internal: Head, Curriculum Manager, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding Bodies

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Degree in a relevant subject	✓		A
2	Specialist mathematics qualification		✓	A
3	Teaching qualification	✓		A
4	Good standard of literacy and numeracy. At least GCSE passes Level 4 to 9 (Grades A-C) in English Language and maths or equivalent	✓		A/I
5	Commitment to and evidence of CPD	✓		A
EXPERIENCE				
6	Successful Programme leadership experience	✓		A/I
7	Successful teaching experience within a Further Education environment	✓		A/I
9	Managing diverse groups of students	✓		A/I
10	Experience of supporting individuals to meet agreed objectives and milestones	✓		A/I
11	Successful experience of working with external stakeholders, assessment boards and verification process	✓		A/I
SKILLS & KNOWLEDGE				
12	Sound understanding of quality assurance processes –including verification	✓		A\I
13	Expert knowledge and understanding of the current curriculum for both GCSE and Functional mathematics	✓		I
14	Highly developed interpersonal skills that are influential and adaptable	✓		I
15	Excellent IT skills and ability to analyse data	✓		I
BEHAVIOURS				
16	Work effectively with colleagues as part of team	✓		I
17	Motivate and relate with students from a range of different cultural backgrounds	✓		I
18	Comply with professional standards at work	✓		I
19	Show commitment to the improvement and maintenance of standards	✓		I
20	Promote the College's equal opportunities policy and practices	✓		I
21	Ensure the safeguarding of students	✓		I

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in July 2018 and may be amended in light of changing circumstances following discussion with the post holder.

Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	