

## **JOB DESCRIPTION**

**JOB TITLE:** Programme Leader in Agriculture and Environment (Higher Education)

**DEPARTMENT:** Land Based

### **OVERALL PURPOSE OF JOB:**

- To co-ordinate on a day to day basis the delivery of courses in accordance with the College's/departments overall strategy.
- Contributing towards the development of new and existing provision, improving the effective use of resources and the achievement of Higher Education (HE) outcomes.
- Establishing effective relationships within teams and within industry. To make a significant contribution to teaching and learning within the curriculum area as a Higher Education Programme Leader.
- To contribute to teaching and learning, with a main focus on teaching Higher Education students.
- To ensure full compliance with all college policies and procedures within designated areas of responsibility.
- To play a lead role in assuring the quality, standards and enhancement across the college HE provision.

Bishop Burton College includes campuses at Bishop Burton in East Yorkshire, Riseholme in Lincolnshire and the Lincolnshire Showground campus. This role will be responsible for the delivery of provision at all of these campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

### **MAIN DUTIES & RESPONSIBILITIES:**

1. To deputise for the Assistant Principal Higher Education and the Curriculum and Learning Manager when appropriate.
2. Effectively disseminate information to staff and ensure the effectiveness of College communication systems within the Higher Education delivery team.
3. Coordinate the activities of lecturers and course teams to ensure effective organisation and delivery of teaching and learning on a daily basis to include the updating of timetables.
4. Contribute to staff development initiatives and opportunities including performance management processes.
5. Ensure the implementation of all college policies and procedures within the curriculum area including health and safety and equal opportunity policies and procedures. Contribute to continuous quality improvements in teaching and learning including observation of teaching and learning and monitoring, attendance, retention and success rates.
6. Advise the Curriculum and Learning Manager on the identification and prioritisation of curriculum resources to meet students' needs.
7. Co-ordinate a schedule of enhancement including visits and guests speakers and complete the visits approval documentation and timetable accordingly.
8. Co-ordinate internal and external moderation process in liaison with the line manager, ensuring that innovative curricular assessment methods are used to meet the requirements of validating bodies.
9. Work with the teaching teams to ensure programme files and records are maintained to include high quality programme and module handbooks, lesson plans, balanced assessment schedules, action plans and student progress to date, including up to date risk registers.
10. Ensure the team record in an accurate and timely manner data and information –including Pro-Monitor action planning, registers module results and assessment feedback to students.

11. Contribute to the compliance, accuracy and smooth running of the exam board process through liaison with the exams officer and programme teams to ensure meeting with HEI requirements and assuring timely release of student results
12. Contribute to the organisation of College events e.g., open days, careers evenings, exhibitions, enrolment and advice sessions at various locations.
13. To take an active role in the marketing of College activities including advising and guiding students at all HE promotional events and activities
14. Assure the accuracy of curriculum area published information pre application, post application and on programme.
15. To undertake research, continuous professional development and other forms of scholarly activity as required. This will include, but not be limited to, developing and maintaining effective relationships with industry to underpin teaching, learning and applied research to the benefit of the College and its students.
16. To undertake the role of Module Leader on a number of modules, working effectively within the HE delivery team.
17. To assure the quality of the student experience by effective delivery of formal scheduled teaching, seminars and tutorials (up to an annualised total of 420 hours contact time) paying due regard to student progression.
18. To manage, maintain and monitor the student experience within the learning environment utilising feedback through effective student engagement mechanisms.
19. To keep up to date with academic subjects, attend Cross College Staff Development delivered by the College and maintain links with industry, curriculum development, and assessment requirements relevant to the areas of teaching and competence.
20. To embrace new learning technologies/ILT and implement within own teaching.
21. Establish effective contact with students, employers, visiting speakers, Higher Education Institutions (HEIs) validating bodies and External Examiners.
22. To undertake such other responsibilities as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility.
23. Take part in all-staff College events for example Lambing Sunday.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

## PERSON SPECIFICATION

	Essential	Desirable	How identified
<b>Experience</b>	<p>Evidence of successful curriculum development /innovation</p> <p>Teaching and/or training experience at level 5 or above</p> <p>A minimum of 1 years' experience of working with HE students within this subject area.</p> <p>Evidence of continuous professional development</p> <p>Application of HE quality assurance processes</p>	<p>A minimum of 1 year's team leadership experience</p> <p>Evidence of developing ICT in teaching and learning</p> <p>Identifying funding opportunities and innovations</p> <p>Developing and managing HE programmes</p> <p>Supervision of student research projects</p> <p>Postgraduate degree in an Agriculture/Environment related discipline</p> <p>Public Sector Industry experience</p>	Application Interview
<b>Qualification / Training</b>	<p>Degree within Agriculture or Environment related discipline</p> <p>English and Maths at level 2</p> <p>Teaching qualification or willingness to work towards</p>	<p>Postgraduate degree within Agriculture or Environment related discipline</p> <p>Related industry qualifications</p> <p>Coaching qualifications</p> <p>A willingness to undertake English and Maths qualification/s at level 2 during induction period</p>	Application Certificates
<b>Special Knowledge</b>	<p>Thorough current knowledge of issues within FE/HE</p> <p>A thorough understanding of HE quality assurance processes</p>	<p>Knowledge of current education development and implications for raising the achievement of students in the curriculum area</p> <p>Dissertation Supervision</p>	Interview
<b>Skills</b>	<p>Ability to evaluate own teaching and learning</p> <p>Ability to offer appropriate levels of support to students</p> <p>Ability to engage with students and develop their interest in the subject. Able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Good IT Skills</p>	<p>Proficient with ICT including Excel/Word</p> <p>Proven and successful track record in using learning technologies to better benefit the learner experience.</p>	Interview References

	<p>Good interpersonal skills with proven examples</p> <p>Proven ability to work under pressure and to meet deadlines/targets</p>		
<b>Disposition</b>	<p>'Can do' attitude</p> <p>Openness and sincerity</p> <p>High levels of enthusiasm, Intelligence and discernment</p> <p>Emotional intelligence</p> <p>Professional</p> <p>Excellent communicator</p> <p>Independent</p> <p>Innovative</p> <p>Willingness to work flexibly in a team with an enthusiastic and motivated approach to work</p> <p>Strong commitment to delivering and developing high quality teaching within these subject areas</p>	<p>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</p>	<p>Interview</p> <p>References</p>
<b>Other</b>	<p>Fit for the duties of the post</p> <p>DBS check carried out on appointment</p> <p>Current driving licence</p>	<p>Mini Bus Driver</p>	<p>Medical Report</p> <p>DBS application made by College for successful candidate</p>
<b>Special Interests</b>	<p>A commitment to equality and diversity</p>	<p>Knowledge or experience of other curriculum areas within the college portfolio</p>	<p>Interview</p>