Programme Leader – Public Services and Health & Social Care

Title: Programme Leader

Grade: Programme Leader

Activity: Regulated

Contact Hours: Annual maximum: 864 hours, weekly maximum; 26

Responsible to: Head of Faculty

Key role objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

- Provide teaching, learning and assessment.
- Act as Tutor to groups of students.
- Lead/co-ordinate learning

1. Teaching, Learning and Assessment:

1.1 Participate in the interviewing, enrolment and induction of students.

1.2 Provide teaching and learning whether in the classroom or a workshop.

1.3 Prepare schemes of work, lesson and assessment plans.

1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of students.

1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9 Participate in appropriate quality assurance procedures.

1.10 Prepare learners for a range of accreditation and assessments.

1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.

1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2. Tutor

2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.

2.2 Provide teaching, learning and tutoring on both a group and one to one basis.

2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

3. Programme leadership

3.1 Provide inspirational leadership of learning within a subject/programme area.

3.2 Contribute in part to the leadership of a programme area within the curriculum offer.

3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.

3.4 Link with, inform and support Associate Lecturers within the programme area.

3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.

3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

4. Additional Duties

4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of students.

4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

4.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

5. Mandatory Duties

5.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults

5.2 Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Person Specification

Programme Leader – Public Services and Health & Social Care

Criteria		How Evaluated	
		Application	**Interview**
Experience	**Essential:** - Teaching Childcare and/or Health & Social Care (or related subjects) at Further Education level.	✓	
	- Tutoring full time 16-19 student	✓	
	- Working in Public Services or Health or Social Care (or related vocational experience	✓	✓
	- Familiar with BTEC specifications and processes	✓	
	- Commitment to outstanding student success	✓	✓
	Desirable: - Experience of lecturing at HE level	✓	
	- Outstanding lecturer	✓	✓
Skills & Abilities	**Essential:** - Ability to teach levels 1 to 6 across a range of Childcare and /or Health and Social Care programmes	✓	✓
	- Ability to motivate and enthuse students	✓	✓
Qualifications	**Essential:** - Educated to degree level in a related area	✓	
	- Recognised teaching qualification	✓	
	Desirable: - Masters Qualification	✓	

Personal Qualities	**Essential:** - Organised and able to work under pressure - Team player - Empathetic - Resilient and Flexible approach - Inspirational	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓
Mandatory requirements	**Essential:** - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities		✓ ✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

