

# Loughborough College

## Job Description

### 1. Job Details

Job Title:	Programme Area Lead – Humanities and Social Sciences
Department:	Sixth Form
Reporting To:	Curriculum Manager
Competency Level:	Teaching 3
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£34,000 per annum
Date:	October 2018

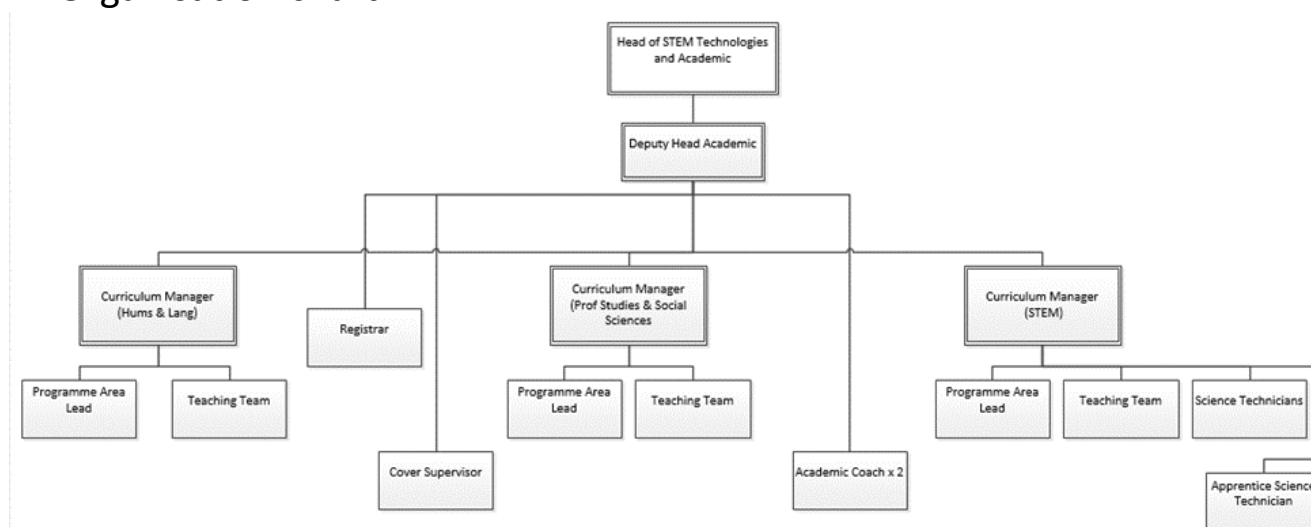
### 2. Job Purpose

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 programmes in Sixth Form, in the area of Professional Qualifications and Social Sciences in particular; as well as to the College's aim to provide outstanding quality and responsiveness in teaching, learning and assessment practice in this subject area.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



## 5. Key Responsibilities

- 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
- To work closely with the Curriculum Manager to track and monitor formal assessments throughout the year against value added targets
- To support teaching staff in implementing swift and effective interventions to improve student performance
- Play a key role in any 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 learners 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
- Carry out a cross-sixth form role to be determined on appointment
- 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

### Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct
- To promote Loughborough College and its subsidiaries as the first choice destination for learners, employers and staff alike
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice
- To promote a positive approach to security and discipline within the College community

## 6. Key Result Areas

Action	Result
To lead on and support the delivery of Curriculum	Continually improving outcomes for all qualifications
To ensure the quality and assessments for the external moderation/verification	Quality Assurance is maintained
To support and mentor staff member	To ensure high standards, success rates and student satisfaction

## 7. Key Working Relationships and Communications

**Internal:** Head of Department, Deputy Head of Academic, Curriculum Manager, Curriculum Staff, Admin Staff, Progress Tutors, Support staff, Technicians, learners

**External:** Awarding bodies, parents, other stakeholders

## 8. Scope for Impact

*Not applicable.*

## 9. Competency profile

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Supports and encourages continuous learning and development of team. Coaches and mentors. Works efficiently; makes best use of the College's resources. Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. You respond enthusiastically to ideas from individuals or teams and provide constructive feedback. You understand how the work of your team fits into the overall College picture.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Team or department delivers creative and personalised customer service which shows continuous improvement. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Inspires people to reach great heights of performance and success through leadership. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Degree in a relevant subject area	•		Application
2.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTLS or willingness to complete this	•		Application
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Interview
4.	Commitment to and evidence of CPD	•		Application
EXPERIENCE				
5.	Successful teaching experience in Further Education	•		Application/ Interview
6.	Programme Leadership experience		•	Application/ Interview
7.	Experience of working with performance data, including value added , ideally ALPS	•		Application/ Interview
8.	Experience of managing diverse groups of learners	•		Application/ Interview
9.	Experience of supporting individuals to meet agreed objectives and milestones	•		Application/ Interview
10.	Successful experience of working with external stakeholders, assessment boards and verification process	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Sound understanding of quality assurance processes including verification	•		Application/ Interview
12.	Expert knowledge and understanding of the current curriculum for the Creative areas	•		Interview
13.	Highly developed interpersonal skills that are influential and adaptable	•		Interview
14.	Excellent IT skills and ability to analyse data	•		Interview
15.	Work effectively with colleagues as part of team	•		Interview
16.	Motivate and relate with learners from a range of different cultural backgrounds	•		Interview
17.	Comply with professional standards at work	•		Interview
18.	Show commitment to the improvement and maintenance of standards	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of learners	•		Interview

**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 October 2018 and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	