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| **Shrewsbury Colleges Group**  **Job Description** |  |

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| **Job Title:** | Programme Leader (English & Drama) | **Post No:** | 5186 |
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| **School/**  **Directorate:** |  | **Department/**  **Team:** |  |

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| **Reports to (job):** | Head of Shrewsbury Sixth Form College |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| Reporting to the Head of Shrewsbury Sixth Form College the Programme Leader will lead a programme area. Currently this covers A level English Language, A level English Language and Literature, A level English Literature, GCSE English and A level Drama & Theatre Studies. The composition of a programme area may vary according to the business needs of the College.  The Programme Leader will be the Line Manager for the staff within the programme area and aim to inspire, motivate and manage the performance of these colleagues ensuring that they make a positive contribution to the College strategic plan and Programme Area quality improvement plan.  The Programme Leader will oversee the implementation of strategic policies and work towards the development of teachers and support staff within the team, continually assessing the performance of the area and its members. Data will be used in a constructive and informative manner in order to drive improvements and raise standards of student outcomes.  In addition the Programme Leader will undertake and lead on key elements of the College’s quality improvement policies and procedures, including lesson observations and joint lesson observations, self-assessment reports, and responses to stakeholder surveys.  Success Measures:  The Programme Leader will be responsible for the setting, monitoring and achievement of annual success measures which may include, for example:  Achievement rates for all subjects/courses within the department  Student attendance and retention  Quality of teaching, learning and assessment  Value added for all subjects/courses in the department  Destination and progression data for students  Student feedback |

**Main Responsibilities**

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| 1. | To set annually, and monitor in line with College policies, specific improvement targets for colleagues within the team in line with the college’s performance management policies. |
| 2. | To complete annually, and monitor throughout the academic year, the Programme Area Self-Assessment, QIP and Risk Assessment. |
| 3. | To be a Budget Holder and manage the physical and financial resources of the programme area to ensure their efficient and effective deployment and in accordance with the College regulations for financial control. |
| 4. | To be part of the enrolment team and to participate during result days |
| 5. | To complete lesson observations as required |
| 6. | To manage the completion of the specific health and safety audits for the subject areas within the Programme Area. |
| 7. | To ensure all aspects of teaching, learning and assessment (including SoW, lesson planning, sharing of best practice) are of the highest quality, sustain excellent student outcomes and support the development of innovative practices. |
|  | To embed a culture which enables students to have a positive learning and social experience and progress to appropriate destinations, in part through the coaching and mentoring of teachers. |
| 8. | To take an active role in the ALT Forum, contribute to setting the strategic direction of the College and lead its implementation within the Programme Area. |
| 9. | To be committed to continuous professional development, sharing best practice, being outward looking and reading from a variety of sources. |
| 10. | To contribute to the development of effective curriculum links with schools and employers. |
| 11 | To teach and to contribute to the preparation and development of courses and to be responsible for co-ordinating the development of new courses. |
| 12 | To organise short term cover for absent teaching staff. |
| 13 | To manage and implement the student feedback process. |
| 14 | To monitor and support the progress of students within the Programme Area and to make positive interventions in line with college policy. |
| 15 | Shrewsbury College actively promotes a ‘safeguarding staff, children and vulnerable adult’ culture. As such employees are expected to carry out their role and responsibility in relation to a child’s or vulnerable adults’ welfare and the welfare of their colleagues. Employees are expected to access child protection and Prevent training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of its students or staff, including apprentices aged 16 - 18. We are committed to ensuring that all employees are supported in respect to their safeguarding children, vulnerable adult and Prevent duties. |
| 16 | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 17 | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 18 | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 19 | \*\*Participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * Possess a teaching qualification * Possess a Degree or higher qualification * Have a knowledge of A level specifications and post-16 curriculum initiatives |  |
| Skills | * Demonstrate excellent verbal and written communication skills * The ability to inspire, motivate and manage the performance of colleagues. * Be able to extract and analyse data to drive improvements and raise the standards of student outcomes. * The ability to manage the physical and financial resources of the programme area in accordance with College regulations. * Possess good IT and administrative skills to maintain accurate student records. |  |
| Experience | * Have recent experience and a proven track record of successfully teaching a subject at advanced level. * Have demonstrable experience of successful leadership and management e.g. a team, course, project etc. * Experience of contributing to the professional development of colleagues. | • Experienced in the use and management of self-assessment and quality improvement plans |
| Special working requirements | * A clear commitment to the practices of equality and diversity and how to incorporate it into teaching and learning. * Empathy, affability and a positive attitude to change. * Confidence and ability to influence * Resilience and a high degree of motivation * Committed to continuous professional development with evidence of up to date teaching and learning CPD. * A commitment to ensuring the safeguarding and welfare of children and vulnerable adults at Shrewsbury Colleges Group | * Have an awareness of health and safety regulations and how they apply to the post |