

Programme Leader

JOB DESCRIPTION

Title:	Programme Leader Graphics
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum; 26
Responsible to:	Head of Faculty

Job Purpose

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.

Main Responsibilities

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

- **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.

- **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.

Person Specification



Programme Leader – Fashion and Textiles

Criteria		How Evaluated	
		Application	Interview
Experience	Essential: <ul style="list-style-type: none"> - Experience of working within the Creative Industries/ Creative Education - Experience of teaching within the arts at a post compulsory level 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
	Desirable: <ul style="list-style-type: none"> - Experience leading a curriculum team - Experience of tutoring - Experience of teaching across a range of levels from level 1 to 4, and across a variety of course types including UAL Diplomas, A Levels, Art Foundation. 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Skills & Abilities	Essential: <ul style="list-style-type: none"> - Ability to plan and deliver high level art lessons - Ability to teach traditional and experimental art processes - Excellent knowledge of art technologies/processes - Excellent, up-to-date knowledge of industry standards and trends within the area of art 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
	Desirable: <ul style="list-style-type: none"> - Adobe Suite competence 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none">
Qualifications	Essential: <ul style="list-style-type: none"> - A degree or related qualification at level 4 in a relevant subject and/or relevant experience - Cert.Ed./PGCE or other teaching qualification 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓

	Desirable: <ul style="list-style-type: none"> - Professional or academic qualification appropriate to subject area 		✓
Personal Qualities	Essential: <ul style="list-style-type: none"> - A commitment to embracing IT, and its implementation across the curriculum and within general working practices - Confident, enthusiastic and motivated - Ability to work in a team with limited supervision - Willing to share good practice - A commitment to embracing equality and diversity within teaching practice - A commitment to continual professional development, with a willingness to undertake further training if necessary 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		<ul style="list-style-type: none"> ✓ ✓