

JOB DESCRIPTION

JOB TITLE: Programme Leader – Sport & Physical

ROLE OVERVIEW

Job Title: Programme Leader

Grade: Programme Leader

Faculty: Sport and PE

Location: on site Exeter

Responsible to: Head of Faculty

Education

Key Role Objectives

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

Main Responsibilities

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. 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 including the delivery and leading of Sport Academy provision.
- 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 in college.

5.2 Commitment to equal opportunities.

5.3 Commitment to British Values and the Prevent Agenda.

Reviewed: January 2025

Person Specification

JOB TITLE: Programme Leader – Sport & PE

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of teaching Sport and Sports Science courses at Further Education Level (A)
- Experience of tutoring full-time students (A)
- Experience of teaching exam assessed modules / courses (A)

Desirable Criteria:

- Experience of working in the Sport Industry including Health and Fitness, sport coaching, analysis, sports therapy or sports science support roles (A)
- Experience of teaching A Level Physical Education (A)
- Experience of internal and external quality assurance processes (A)

Skills and Abilities

Essential Criteria:

- IT skills (good level of skill with various packages including Word, excel, power point and email) (A/I)
- Ability to motivate students (I)
- Excellent administrative skills (A/I)

Personal Qualities

Essential Criteria:

- Ability to organise work and meet deadlines (I)
- Ability to work effectively in a team to meet shared objectives (I)
- Confident, enthusiastic and self-motivated (I)
- Flexible approach to work (I)
- Excellent interpersonal skills (I)
- Enthusiasm for teaching and learning and subject area (I)

Qualifications

Essential Criteria:

- Degree in Sport related area or equivalent industry experience (A)
- Recognised teaching qualification or working towards one (A)
- Sport and leisure governing body qualifications (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.

JOB DESCRIPTION

JOB TITLE: Associate Lecturer - Sport

ROLE OVERVIEW

Job Title: Associate Lecturer

Grade: Associate Lecturer

Faculty: Sport and Physical Education

Location: on site Exeter

Responsible to: Head of Faculty

Key Role Objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Responsibilities

1. Teaching, Learning and Assessment:

- 1.1 Provide teaching and learning whether in a classroom or a workshop.
- 1.2 Prepare schemes of work, lesson and assessment plans.
- 1.3 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.4 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.5 Contribute to the wider enrichment of students and support students' pastoral needs.
- 1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.7 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.
- 1.8 Participate in appropriate quality assurance procedures.
- 1.9 Prepare learners for a range of accreditation and assessments.
- 1.10 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.11 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.12 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Mandatory Duties:

- 2.1 Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
- 2.2 Commitment to Equal Opportunities.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: April 2025

Person Specification

JOB TITLE: Associate Lecturer - Sport

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Teaching Sport (or related subjects) at Further Education level (A/I)
- Working in Sport (or related vocational experience) (A/I)
- Familiar with BTEC specifications and processes (A/I)
- Commitment to outstanding student success (A/I)

Desirable Criteria:

- Experience of lecturing at HE level (A/I)
- Outstanding lecturer (A/I)
- Experience of working in the Sport and Active Leisure Industry (A/I)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Planning, organisation and time management skills (A/I)
- Ability to motivate and inspire learners (A/I)
- Ability to work to deadlines (A/I)
- Effective administrative and record keeping skills (A/I)

Desirable Criteria:

- Demonstrable IT competency (I)

Personal Qualities

Essential Criteria:

- Flexible approach to working arrangements (I)

Qualifications

Essential Criteria:

- Recognised teaching qualification or willingness to work towards one (A/I)

Desirable Criteria:

- Professional or academic qualification appropriate to subject area (A/I)
- Coaching qualifications (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality (I)

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