

## **JOB DESCRIPTION: Programme Leader & Lecturer**

### **MAIN OBJECTIVE**

To provide high quality, relevant learning opportunities which enable students to maximise their educational, vocational and personal development potential.

#### **A. PEDAGOGIC WORK**

##### **1. Curriculum Delivery**

- 1.1 To deliver the curriculum effectively through a variety of different learning strategies.
- 1.2 To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
- 1.3 To communicate effectively with students and respond appropriate to their needs.
- 1.4 To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.
- 1.5 To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
- 1.6 To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
- 1.7 To contribute to programme induction as required by the Curriculum Team Manager / Head of School

##### **2. Curriculum Development**

- 2.1 To participate as required in the development of the curriculum ensuring that its content is relevant and current.
- 2.2 To contribute as required to programme submissions ensuring that all deadlines are met.
- 2.3 To ensure that the curriculum meets the requirements of validating and awarding bodies.

##### **3. Student Assessment**

- 3.1 To ensure that all assessments are fairly marked and graded and that there is consistency between gradings.
- 3.2 To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.
- 3.3 To meet the deadlines set for the return of work to students and provide feedback in keeping with the policy of the School/College.
- 3.4 To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Curriculum Team Manager and Head of School.

- 3.5 To attend, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by the Head of School.
  4. Student Selection
    - 4.1 To ensure that the selection procedures are rigorously followed.
    - 4.2 To ensure that the selection criteria and its operation is in line with the College's requirements.
    - 4.3 To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame.
    - 4.4 To undertake interviewing and other selection procedures as required.
  5. Student Management and Welfare
    - 5.1 To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities.
    - 5.2 To implement the College's student attendance and punctuality processes and procedures.
    - 5.3 Ensuring that students are aware of guidance and support services and referring students to these services as appropriate.
  6. Tutorial Support
    - 6.1 Provide students with appropriate tutorial support in accordance with programme and individual requirements.
- B. WIDER DUTIES**
7. Staff Development and Appraisal
    - 7.1 To undertake such staff development activities as required by the Head of School.
    - 7.2 To maintain an up to date knowledge of specialist subject/discipline area.
    - 7.3 To participate in the Appraisal Scheme as required.
    - 7.4 To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.
    - 7.5 To deliver such professional development programmes as may be appropriate to the skills of the postholder.
  8. Quality Assurance, Management and Administration
    - 8.1 To lead on the implementation of College quality processes and procedures.
    - 8.2 To lead on the provision of data and information for Boards of Examiners.
    - 8.3 To lead on Programme Reviews annual, periodic and regulatory, and associated quality improvement plans.
    - 8.4 To manager the overall student experience, including learning, assessment and wider developmental experiences.
    - 8.5 To provide required statistical information within the time scale.

- 8.6 To maintain records in accordance with College requirements.
- 8.7 To participate in academic and other committees as required.
- 8.8 To ensure that all targets as agreed and set by the College are met.
- 8.9 To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.
- 9. Liaison
  - 9.1 To undertake such liaison with internal and external bodies as required.
- 10. Marketing
  - 10.1 To assist in the marketing or presentation of programmes in accordance with the requirements of the College.
  - 10.2 To contribute to the academic marketing objectives as required.
- 11. Research and Consultancy
  - 11.1 To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.
  - 11.2 To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.
- 12. Teamwork
  - 12.1 To work as an effective programme, area, School, and college team member.
- 13. General Duties

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



## PERSON SPECIFICATION

Post Title: Programme Leader – Public Health, Social and Community Work

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Please read the items in this Person Specification carefully, and when completing your Application form, describe and provide evidence of your knowledge, skills and experience in terms of those particular items. Selection will be based on the criteria below.

	Requirements
Knowledge relevant to the job	<p>Minimum of a Bachelor degree in Nursing or Social Work is essential.</p> <p>Experience of working within Social Services in capacity of a Social Worker or as a Nurse within the NHS is essential.</p> <p>Current registration with Nursing and Midwifery Council or Social Work England degree would be highly desirable.</p> <p>Working knowledge of the qualification framework (Pearson / BTEC) highly desirable.</p> <p>Recognised teaching qualification, e.g. PGCE or Diploma in Education and Training is desirable.</p> <p>Level 2 or equivalent in English and maths</p>
Aptitude, Skills & Experience	<p>A proven background of working within a similar educational environment, eg FE, HE is desirable.</p> <p>Ability to relate to a diverse student population and act as a role model.</p> <p>Evidence of recent updating of vocational and subject area experience.</p> <p>Demonstrable teaching experience across a variety of levels.</p> <p>Experience of programme leadership and quality assurance processes.</p>

Other	<p>Ability to teach across a range of levels as required.</p> <p>Excellent interpersonal skills.</p> <p>Excellent written and verbal communication skills.</p> <p>To be able to work flexibly and effectively as part of a team.</p> <p>Excellent organisational and IT skills and ability to work to tight deadlines.</p> <p>Ability to work on own initiative, within College aims and objectives.</p> <p>A commitment to and understanding of Equality and Diversity, Safeguarding, Health &amp; Safety, and Data Protection.</p> <p>Able to maintain professional standards and boundaries.</p>