

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Programme Manager – Curriculum/Senior Tutor (Learning Support)
<b>Reports to:</b>	Programme Manager Learning Support
<b>Responsible for:</b>	Teaching staff
<b>Contract:</b>	Full time, permanent
<b>Salary:</b>	Management Range B £54,085 - £57,493per annum (inclusive of London Weighting)

---

### Main Responsibilities:

#### Curriculum

- Coordinate and be responsible for the delivery of study programmes ensuring a high-quality teaching and learning experience for students in the area.
- Implement curriculum development in liaison with the Programme Manager and in line with college and programme area operational plans.
- Undertake a curriculum oversight role in relation to staff in the Learning Support programme area as specified by the Programme Manager.
  - Curriculum area responsibility for BTEC Level 1, ESOL Entry Level, Functional Skills and additional short courses/qualifications.
  - Teach on one or more of the subjects offered in the programme area.
  - Co-ordination of the course review process across the programme area
  - Assist with addressing the staff development needs of the curriculum team.
  - Support lesson observations as specified by the Programme Manager.
  - Assist with timetabling and staff deployment including cover when required.
  - Collation and standardisation of programme area documentation (in line with College guidelines) e.g. course outlines and programmes; schemes of work; lesson plans; subject handbooks
  - Employer engagement/work experience
  - Liaison with programme area subject staff, the Provider and/or the College Examinations Officer to ensure the administration of qualifications is completed with accuracy and by deadlines including entries/claims.
  - Lead on Quality Assurance procedures including sampling of assessment plans, assignment briefs, assessed learner work and internal verification processes.
- Take a leading role in establishing targets for the programme area including student recruitment, retention, achievement and transition.
- In liaison with the Programme Manager, implement programme area marketing plans.
- Take a leading role with the Programme Manager in the development, implementation and monitoring of programme area action plans.
- Assist the Programme Manager in ensuring administrative and procedural requirements are met including cover for enrolment; coordination of area achievement; checking returns etc as requested by CIS; ensuring that awarding body requirements are met; ensuring programme area operations comply with health and safety requirements.

- Deputise for the Programme Manager when necessary.
- Comply with the agreed quality assurance measures of the programme area and the college with the aim of maximising the achievement and progression of all students.
- Participate in marketing activities and liaison with feeder schools.
- Work within the requirements of the programme area self-assessment report (SAR) and operational plan – which reflects the college strategic plan at programme area level.
- Maintain all appropriate records and produce reports as requested.
- Participate in programme area meetings in accordance with course requirements.
- Maintain awareness of developments in the fields of subjects in the programme area.

### **Senior Tutor**

- Provide comprehensive and high-quality pastoral support for students by leading the programme area cohort of tutors and ensuring that intervention is responsive and student focused.
- Work with the Senior Tutor team on cross-college initiatives and ensure that tutees in the programme area can access relevant tutorial resources including the Foundation Aspire Award.
- Provide a tutoring role to a group of students in the programme area.
- Work closely with Programme Manager and staff team to champion the concept of advocacy ensuring there is a high-quality educational experience for students with a rigorous, compassionate approach to student intervention.
- Champion the concept of advocacy whereby tutors seek to secure the best possible learning experience for their tutees and to, intervene, wherever appropriate, on their behalf.
- Ensure the process for student action planning and the setting of meaningful targets is in place across the cohort.
- Ensure that tutors are provided with, and act upon, all relevant information as regards attendance, punctuality, current and predicted performance levels.
- Promote the judicious involvement of parents and carers in the progress of their children.
- Respond quickly to perceived instances of unsatisfactory student behaviour, co-ordinating disciplinary meetings in conjunction with the Programme Manager and/or Tutorial Programme Manager

### **General**

- Contribute to the college's operational aims and objectives as outlined in the Strategic Plan
- Actively promote compassionate education
- Support the aims and ethos of the college as articulated in the Mission Statement, 'Compassionate Education Framework and other relevant documents.

- Contribute to the college's commitment to inclusion and equality and, specifically, its ambition to be an anti-racist organisation.
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff.
- Maintain an up to date understanding of Safeguarding Children and undertake training as required.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Comply with health and safety regulations associated with the post and employment at the College.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

**Person Specification – Assistant Programme Manager – Learning Support  
Application form (A), Task (T) or Interview (I)**

<b>Criteria for Selection</b>	<b>Essential requirements</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Graduate status or equivalent in a relevant subject area</li> <li>PGCE or equivalent</li> <li>Assessor and/or Internal Quality Assurance (IQA) qualification</li> </ul>	E E D	A A A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Post 16 training or experience in teaching in BTEC Level 1 Work Based Learning/ESOL subjects.</li> <li>Experience of managing people and supporting their professional development.</li> <li>Successful record of curriculum development/ team leadership.</li> <li>Evidence of substantial excellent practice in one or more subjects within the programme area.</li> <li>Proven ability to work collaboratively with diverse groups including students, staff and external stakeholders</li> </ul>	E E E E E	A A/I A/T/I A/T/I
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Creative problem-solving skills and the ability to adapt to changing circumstances.</li> <li>Proficient in utilising technology and digital tools to enhance learning and communication.</li> <li>Ability to build and maintain strong relationships with internal and external stakeholders.</li> <li>Excellent communication and presentation skills.</li> <li>Ability to prioritise and work to deadlines.</li> <li>Ability to motivate a team effectively and set, achieve, and maintain high performance standards.</li> <li>Good organisational and administration skills</li> <li>Ability to work collaboratively with others and also work effectively within a team.</li> <li>Strong classroom management skills.</li> <li>The ability to understand and analyse data and to use this to inform and evaluate interventions.</li> <li>Ability to work on multiple simultaneous projects and meet tight deadlines.</li> </ul>	E E E E E E E E E E E E	A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I A/I A/T/I
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Up to date knowledge of BTEC Level 1 Work Based Learning subjects/ESOL.</li> <li>BTEC Standardisation and quality assurance procedures</li> <li>Understanding of the academic/particular needs of students at these levels and/or of those students who have specific learning support needs.</li> <li>Understanding of wider educational developments nationally and their implications for the college and programme area.</li> </ul>	E E E E	A/T/I A/T/I A/T/I A/T/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to, and advocate for, the vision, mission and strategic priorities of LSC</li> <li>A proactive and enthusiastic approach to promoting high quality learning experiences for young people.</li> <li>Professional and proactive approach to the workplace</li> <li>Commitment to and compliance with LSC's safeguarding and health and safety principles.</li> <li>Commitment to respect and value equality and diversity, and an understanding of how this applies to own area of work</li> <li>Commitment to own continuing personal and professional development.</li> </ul>	E E E E E E	A/T/I A/T/I A/I A/T/I A/T/I A/I