



JOB DESCRIPTION

Oldham College

Job Title:	Programme Leader- ESOL		
Department:	ESOL	Job Ref:	
Grade:		Position Type:	Academic
Responsible to:	Head of Faculty – ESOL	Responsible for:	Learners and staff

Job Description

Main Purpose of Role

Working with the Director and Head of Faculty to:

- Provide effective leadership, and co-ordination of resources and staff for a range of programmes within the Faculty of ESOL, across adults and full time learners, both part time and full time.
- Take responsibility for the successful day to day operational running of the Faculty.
- Ensure the curriculum provision is reviewed updated as required and in line with the Faculty's strategic direction.
- Drive the growth of the Faculty through outreach and engagement activities, working with other College teams as appropriate.
- Maintain highest quality standards of curriculum and support to ensure learners maximise potential for success and progression.
- Implement best practices in teaching, learning and support.
- Undertake an agreed teaching/training timetable, including own proportionate caseload.
- Work in partnership with external partners.
- To promote and provide outstanding customer service internally and externally in all areas of the role.

Main Duties and Responsibilities

Team management responsibilities

- Responsible for the day to day organisation of specialist staff allocated to the programme area.
- Promote excellence in teaching, learning and support through own practice and support the team to achieve the outstanding standards.
- Working with the Director and Head of Faculty provide effective leadership of a curriculum team including:
 - Allocating duties
 - Creating and maintaining effective working relationships
 - Enhancing team performance
 - Performance and development review

Curriculum planning/delivery

- Programme leadership responsibility including assessment, examinations, team meetings and Quality Assurance processes for a programme area.
- With the Head of Faculty monitoring and evaluate the recruitment, retention, success and progression of students within the programme area.
- Where appropriate ensure effective liaison with awarding bodies, including identification of appropriate accreditation, exam entries and necessary actions arising from verifiers reports.
- Ensure that the curriculum area programmes are developed, designed, delivered and assessed in a relevant way and on a flexible basis to meet learner and employer needs.
- Plan and deliver teaching/learning programmes using a flexible range of strategies, delivery methods and teaching materials including google classroom resources.
- Ensure regular programme/course review meetings are undertaken & minuted.
- Act as Lead IQA.

Cross college role/s

- Create and maintain working relationships that promote effective cross College communication e.g. functional skills/GCSE, initial assessment outcomes, support.
- Take a role in developing and delivering Programme/ Faculty and Cross College promotion activities e.g. open events, interviews, and taster sessions.
- Participate in the development and marketing of all Faculty programmes and initiatives.
- Maintain effective Quality Standards within the programme area ensuring compliance with Quality Assurance processes where appropriate including:
 - Courses at Risks
 - Programme/course Self-Assessment
 - New Course Approval
 - Assessment Planning
 - Co-ordination of the IQA process
- Maintain quality of Teaching, Learning, Support and Assessment by sharing good practice.
- Ensure effective personalisation of the pastoral curriculum in the area including:
 - Planning and delivery of course induction
 - Ensuring effective learner progress reviews
 - Ensuring effective class representative appointments and co-ordination of learner voice.

Planning & Financial Management

- Support the Director of Faculty to maximise income and cost effectiveness within the programme area.
- With the Director of Faculty ensure that effective curriculum planning and use of resources in the area meets the needs and demands of the college strategic direction and financial imperatives.
- As part of the Self Assessment process, contribute to the Faculty SAR.
- Ensure production & maintenance of course team portfolios.

General Management Role

- Ensure that equality of opportunity is fully reflected in all aspects of the work.
- Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; employment of staff; disciplinary, grievance and capability

procedures; the students' charter; equal opportunities and other appropriate statutory obligations.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Chelle Charlesworth	Date:	07/05/2025
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST: Programme Leader- Plumbing and Gas

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL:	
GCSE Maths and English, grade C or above, or equivalent	*
A recognised teaching qualification, level 5 or above	*
Industry qualifications or equivalent industry experience in a relevant subject	*
Evidence of continuing professional development and/or a track record in research	*
DESIRABLE:	
A recognised IQA qualification (or willingness to train within 12 months)	
Experience of managing or supervising in the ESOL sector with evidence of current updating	
<u>Managing the Curriculum</u>	
Essential:	
Good understanding of learner customer and employer needs and a track record of developing and delivering a high quality provision.	*
Experience of teaching in the ESOL sector	*
Track record of planning for quality improvement, and the ability to respond to student quality issues	*
A track record of good and outstanding achievement rates	*
Experience of managing the link between target setting, planning, quality and	*

Funding.	
Significant experience of learner recruitment and retention	*
Comprehensive knowledge and understanding of the issues affecting young people and vulnerable adults	*
Comprehensive knowledge of the current Government & national priorities for FE and the skills agenda and how this applies to the curriculum area	*
Proven experience of analysing data and KPIs to improve quality and identify issues and areas of risks within the area.	*
Experience of managing quality assurance processes and proven track record of maintaining high standards.	*
<u>Managing Self & Others</u>	
Essential:	
Able to manage time effectively and prioritise work to achieve timescales at self/team and cross college level.	
Successfully achieving balance between work priorities and assuring own health & well-being. Personal resilience and ability to work in a fast paced, dynamic environment.	
Understand own CPD needs and pro-actively addressing these.	
Proven experience of how to develop people to become excellent teachers/support providers.	
The ability to recognise and address any poor performance in teaching and learning.	
<u>People Management</u>	
Essential:	
Understanding the importance of leadership and management styles and how this impacts on the motivation of individuals within a team.	
Successful track record of deploying effective strategies to reduce pressure on staff and their work loads.	
Effective at giving and receiving feedback.	
<u>Cross College contribution</u>	
Experience of leading or participating in multi disciplinary teams to resolve Department/organisational problems.	
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally.	
<u>Managing Systems and Resources</u>	

Experience of using funding streams and methodologies that will maximise income.	
Proven experience to use IT and data to support planning and forecasting activities.	
<u>Other Criteria</u>	
Willingness to travel to external venues as the role requires.	
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, etc.	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults.	