

JOB TITLE: Programme Leader

ROLE OVERVIEW

Job Title:	Programme Leader – IT
Grade:	Programme Leader
Contact Hours:	Annual maximum: 864 hours Weekly maximum: 26 hours
Activity:	Regulated
Faculty:	Information Technology
Responsible to:	Head of Faculty

KEY ROLE OBJECTIVES

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.
4. Coordinate communications with external agencies.

1. TEACHING, LEARNING & 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 and demonstrate effective differentiation.
- 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 electronic Individual Learning Plans according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.
- 1.14 Pro-actively encourage employers to engage with the curriculum be that through industry visits, guest speakers or help with curriculum design.

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.
- 2.4 Provide information, advice and guidance to ensure all students progress onto education, training or employment.

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.

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.

MANDATORY DUTIES

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
- 2. Commitment to equal opportunities.
- 3. Commitment to British Values and the Prevent Agenda.

Reviewed: October 2023

Person Specification

JOB TITLE – PROGRAMME LEADER

Assessment Criteria

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

Experience

Essential Criteria:

- Ability to teach the relevant subject area (A/I)

Desirable Criteria

- Experience teaching 16+ learners (A/I)
- Knowledge of relevant curriculum reform (A/I)
- Experience of acting as a tutor and of the UCAS process (A/I)
- Ability to teach across a range of qualifications (A/I)
- Experience in the use of information technology in learning (A/I)
- Experience of assessment and course quality processes (A/I)

Skills and Abilities

Essential Criteria:

- Excellent written and oral communication skills (A/I)
- Ability to prioritise key tasks and manage time and demands effectively and efficiently (A/I)
- Organisational ability, for example to prioritise key tasks and manage time effectively and efficiently (A/I)

Personal Qualities

Essential Criteria:

- A commitment to continually improve your teaching, learning and assessment practice (A/I)
- Enthusiasm for your subject and ability to enthuse students (A/I)
- Empathy with learners (A/I)
- Ability to work on own initiative and as part of a team (A/I)
- A flexible and versatile attitude to working arrangements (A/I)
- Willingness to undertake further training if necessary (A/I)

Qualifications

Essential Criteria:

- Level 4 qualification in relevant area (A)
- Teaching qualification or working towards a qualification (A)

Mandatory Requirements

Essential Criteria:

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: October 2023

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.