

FASHION RETAIL ACADEMY

JOB DESCRIPTION PACK 2024 PROGRAMME MANAGER







Job Title:	Programme Manager
Division:	Fashion Retail Academy (part of Education for Industry Group)
Level:	Programme Manager – Further Education
Accountable to:	Deputy Head of Further Education
Key relationships:	Programme Managers, Deputy Head of Further Education, Head of Further Education, Group Leads, Student Support Services, Curriculum Support, Director of Industry Relevance, Registry and Other Professional Support Services
Grade:	Programme Manager – Further Education Grade
Hours:	Full-Time, Permanent
Location	Electra House - London, EC2M 6SE

About Education for Industry Group (EFI)

Education for Industry Group (EFI) is a charity that specialises in the creation and operation of industry-led specialist education & training, and its full ecosystem to deliver highly-skilled, job-ready graduates to the sectors it serves. With a mission to transform lives, careers and industry through the creation and delivery of specialist education and training.

Our brands are united by a common goal to create and deliver outstanding vocational and academic education in partnership with industry, each division operates independently while accessing centralised functions across Marketing, Finance, Operations and Student Services.

Our current brands include:

	Born out of the industry in 2005 we are an Ofsted Outstanding specialist industry-led college that forecasts and meets the talent pipeline needs of fashion and retail industry.
	Created in 1997 and acquired by EFI Group in 2024, we are an Ofsted Good specialist college that meets the talent need of the beauty industry.
	Specialist workforce development training provider offering customisable in-service training and development including Apprenticeships. Ofsted Outstanding.
	Founded in 2019 we are End Point Assessment and qualification development specialists.

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Education For Industry was established in 2024 with a clear-cut objective: to reshape lives, careers, and industries through specialised educational training. Our belief is rooted in the notion that industry-specific education fosters seamless connections between individuals and businesses, driving efficiency like no other.

With a proud alumni network exceeding 20,000 graduates across various sectors including fashion, retail, beauty, and hairdressing, we've been instrumental in nurturing top-tier talent. Our partnerships with esteemed brands ensure that our curriculum is enriched with real-world industry insights, enhancing the learning experience.

At Education for Industry, we are staunch advocates of inclusive education, firmly believing that everyone deserves access to opportunities, irrespective of background or circumstances. We are committed to breaking down barriers, promoting equality, and ensuring fair access for all students. Our core mission revolves around enhancing student engagement, retention, and progression, driving us forward with unwavering dedication.

About the role

The Programme Manager will report into the Deputy Head of Further Education and in context with our ambitious growth plans they will be a key member of the Curriculum Delivery Team, providing day-to-day management and leadership of our Group Leaders. The Programme Manager will be responsible for the course currency and quality and performance of teaching and learning to deliver the best possible student experience and outcomes.

Key Accountabilities

- **LTAF:** To lead on all aspects of Teaching, Learning, Assessment and Feedback (LTAF) across assigned curriculum area to develop outstanding professional practices; in line with operational strategy, academic and Industry relevance.
- **Course Planning:** To oversee assigned area's curriculum planning and development, working with other Programme Managers, Group Leads and senior management to develop effective curriculum pathways with a focus on student and subject growth.
- **Course Content:** To ensure that assigned curriculum programmes are current, relevant and reflect the requirements of qualifications and fashion industries, and continuously updated for the highest level of course currency.
- **Operational Management:** To have responsibility for operational management of teaching teams to support, line manage, coach and develop Group Leaders and specialist lecturers.
- **KPI ownership:** To have responsibility for and ownership of quality improvements, standardisation of best practices and effective management of resources to develop outstanding student experience and outcomes and deliver or exceed forecasted FRA KPI's.

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Key Responsibilities

LTAf

- To promote and develop the highest standards in teaching and learning amongst the teaching staff.
- To work with the Core team to develop and share good practice in learning and teaching across teams.
- To undertake observations of staff involved in teaching and learning to provide development and support alongside the Advanced Practitioner.
- To develop and performance manage staff where required to ensure standards of teaching and learning are maintained.
- To ensure learning, teaching and assessment strategies and methods are outstanding, successful and engaging across all teachers to deliver the best possible student outcomes.
- To lead and inspire outstanding pedagogy.
- To consistently review and promote excellence in assessment and feedback.
- To ensure that collaboration takes place with other Programme Managers to develop and continually improve the student pathway and incremental learning.
- To mentor and coach team members around outstanding LTAf.
- To ensure quality processes and procedures are adhered to and are at the centre of all teachers' practices.

Course Planning

- To manage the planning, design, application, and evaluation of innovative curriculum delivery.
- To plan, organise and implement quality assurance practices in-line with internal and external requirements to maintain adequate inspection readiness at all times.
- To ensure that all lesson schedules are planned in a timely manner and in line with QAE compliance.
- To consistently review course content for compliance, relevance, and student engagement.
- To regularly review student feedback and implement any key areas for improvement as highlighted by the student voice.
- To support and drive a culture of continuous improvement

Course Content

- To work with the Group Leads/teachers to review, develop and improve the currency of each subject content to reflect the constant changes within the industry and creative education to ensure a curriculum that reflects a contemporary approach and industry relevance to all student learning.
- To lead teams to deliver the centralised curriculum structure and model, coordinating use of external industry input where relevant.
- To oversee and develop subject pathways with Group Leads/teachers.
- To develop a cohesive academic team that will enhance subject content across assigned curriculum area and across curriculum courses enabling students to build up relevant levels of skill, knowledge, and academic and personal attainment within a clear pathway for progression and destination.

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Operational Management

- To ensure that all areas of responsibility are planned, designed and delivered in an effective and efficient manner, acting in the interests of the FRA.
- Undertake leadership and management responsibilities that set clear behavioural expectations and ensure the understanding of ownership and accountability.
- To line manage, lead, and support the Group Leads' development & CPD.
- To conduct monthly check-ins through the Clear Review process for each direct report.
- To support relevant student pastoral needs with teaching teams.
- To have ownership of operational management of the team including relevant aspects of daily department operation in line with FRA process and policy.
- To plan and develop growth within the team for sustainability and succession planning.
- To work in accordance with the needs of the FRA and SLT to ensure we maintain 'outstanding' status.

KPI ownership

- To manage the team to meet key performance targets including metrics around retention, attendance, and attainment.
- To oversee the maintenance and recording of accurate student records that support individual student learning plans and achievement.
- To maintain accurate records that allow reporting and discussion at meetings of all levels.
- To consistently undertake analysis of learner data in collaboration with Group Leads/teachers to ensure
- student's target and stretch targets are agreed and monitored.

In line with all staff

- To act in the interests of the EFI at all times
- To support the delivery of the EFI's strategy as it relates to this post
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the EFI
- To be committed to your own development through the effective use of the EFI's performance review and staff development processes
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the EFI's strategic plans
- **Safeguarding.** Comply at all times with the EFI's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment
- **Equality and diversity.** To be committed, adhere to and promote the EFI's Equality and Diversity policy at all times
- **Health and Safety.** Comply with and raise awareness of health and safety in line with FRA policy and procedures
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all EFI's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

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Person Specification

Criteria	Essential
Qualifications	<ul style="list-style-type: none"> ▪ PGCE or equivalent teaching qualification. ▪ Relevant degree or above or equivalent relevant professional qualification. ▪ Relevant industry experience.
Knowledge	<ul style="list-style-type: none"> ▪ Outstanding current knowledge of either GCSE Maths or English subject specialism. ▪ Outstanding current knowledge of Fashion Retail landscape. ▪ Outstanding knowledge of current Post-16 education, policy and practice. ▪ Outstanding knowledge of LTA, methods, processes, and pedagogy.
Experience	<ul style="list-style-type: none"> ▪ Operational managerial experience within an educational setting (ideally Post-16). ▪ Successful track record of relevant team leadership and management experience. ▪ Demonstrable outstanding teaching practice. ▪ Inspection readiness preparation experience.
Skills	<ul style="list-style-type: none"> ▪ Excellent planning, organisational and administrative skills. ▪ Advanced communication skills. ▪ Excellent IT and digital skills. ▪ Excellent listener with a strong coaching and mentoring skills. ▪ Good reporting writing skills.
Personal Characteristics	<ul style="list-style-type: none"> ▪ Innovative and open-minded approach to curriculum development and planning. ▪ Inquisitive approach to curriculum design. ▪ Solution focused and ability to creatively problem solve. ▪ Ability to motivate and inspire an outstanding teaching team. ▪ Excellent operational management of area with smart effective planning solutions. ▪ Ability to stay current within both subject area and post-16 education. ▪ Commitment to practicing and modelling the EFI's values.

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HOME OF FASHION'S NEXT GENERATION



OUR VISION

At Education for Industry, our goal is to become the world's most coveted home of fashion and retail education and training.

OUR MISSION

It's our mission to pioneer innovative education and training experiences with industry that create and enhance careers, nurturing the next generation of retail talent.

OUR VALUES

Collective courage for a successful future:

Customer centric: *"If it matters to our students, it matters to us"*

Authentic action: *"We're authentic in our actions, words and interactions"*

Resilient: *"Integrity in our actions to relentlessly strive for what we are about"*

Enthusiastic: *"If it matters to you, make it matter to others"*



EFI Reward & Recognition Programme

We offer a market-leading benefits programme that offers something for everyone!

Health & Wellbeing

- A customisable monthly wellbeing allowance aimed to support your healthy lifestyle, whatever that may be!
- Funded counselling and/or CBT provided by Bupa.
- Highly competitive sick pay to support you in a time of need.
- **Cycle to work scheme** – save at least 25% on a new bike and fitness accessories.
- Annual flu vaccination programme

Work-life Balance

- Incredibly generous holiday allowances.
- Plus, days off for Birthday leave, Celebration leave and... an additional 2 weeks off and an Around the World ticket every 5 years!
- Enhanced family leave pay, including 6 months fully paid maternity, adoption and shared parental leave!
- Amazing flexible working opportunities, including hybrid working, flexi hours, a sabbatical scheme, and the ability to be able to request formal flexible working from day 1.

EFI Culture

- Vibrant and inclusive environment with regular socials including all staff parties, team nights out, and more casual affairs such as our monthly Thirsty Thursdays ☺
- Employee led staff recognition awards.
- Modern facilities including delicious food and beverage provision.

Financial Health

- An enhanced pension scheme provided by Prudential (on the successful completion of probation): employee contributions matched by employer up to 5%.
- Automatic enrolment workplace pension provided by People's Pension (available from day 1): 5% employee contributions and 3% employer contributions.
- Financial and legal advice through our top end Employee Assistance Programme.
- Refer a friend scheme and pocket £500!
- **Techscheme** allowing you to spread the cost of the latest tech over 12 months, plus NI savings.
- Interest-free travel season ticket loans.
- Local area discounts and offers including corporate rates for local gyms, discounted restaurants, and bars.

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Personal Growth

- Personal learning & development allowance to empower you to take ownership of your professional journey.
- Financial support and mentoring towards professional qualifications.
- A wide range of in-house and external training, CPD, teacher training and teaching practice development.
- Free access to LinkedIn Learning for personalised learning, virtually everywhere anytime.
- Reimbursement for annual professional membership fees relevant to your role.

Social Impact

- EFI fundraising contributions – if it matters to you, it matters to us. We match sponsorships up to £1000!
- 2 paid charity volunteer days per year.
- Payroll charitable giving.

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More Information/Contact us

To arrange an appointment for an informal discussion about the role and our organisation please email recruitment@efigroup.ac.uk

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