



POST TITLE: Programme Leader – Plumbing & Electrical		
Oldham College		Faculty: Construction and Motor Vehicle
Post No:	GRADE: CL 1/2	FULL TIME

1. Principal Purpose

Working with the Director of Faculty to:

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

2. Key Accountabilities

2.1 Team management responsibilities

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

2.2 Curriculum planning/delivery

- 2.2.1 Programme leadership responsibility including assessment, examinations, team meetings and Quality Assurance processes for a programme area.

- 2.2.2 With the Head of Faculty monitoring and evaluate the recruitment, retention, success and progression of students within the programme area.
- 2.2.3 Where appropriate ensure effective liaison with awarding bodies, including identification of appropriate accreditation, exam entries and necessary actions arising from verifiers reports.
- 2.2.4 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.
- 2.2.5 Plan and deliver teaching/learning programmes using a flexible range of strategies, delivery methods and teaching materials including google classroom resources.
- 2.2.6 Ensure regular programme/course review meetings are undertaken & minuted.
- 2.2.7 Act as Lead IQA.

2.3 Cross college role/s

- 2.3.1 Create and maintain working relationships that promote effective cross College communication e.g. functional skills/GCSE, initial assessment outcomes, support.
- 2.3.2 Take a role in developing and delivering Programme/ Faculty and Cross College promotion activities e.g. open events, interviews, and taster sessions.
- 2.3.3. Participate in the development and marketing of all Faculty programmes and initiatives.
- 2.3.4 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.
- 2.3.5 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.

2.4 Planning & Financial Management

- 2.4.1 Support the Director of Faculty to maximise income and cost effectiveness within the programme area.
- 2.4.2 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.
- 2.4.3 As part of the Self Assessment process, contribute to the Faculty SAR.
- 2.4.4 Ensure production & maintenance of course team portfolios.

2.5 General Management Role

- 2.5.1 Ensure that equality of opportunity is fully reflected in all aspects of the work.
- 2.5.2 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.

2.6 General

- 2.6.1 This job description is a summary of the key areas of responsibility. It is not a definitive list. 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.
- 2.6.2 To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.

3. Relationship to other posts

<u>Responsible to:</u>	Director of the Faculty
<u>Direct Line Management responsibility for:</u>	Teaching, Learning and Support staff in Building Services allocated.

	Date	Prepared by
Updated	February 2021	Director of Faculty

PERSON SPECIFICATION

POST: Programme Leader Building Services



Oldham College

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 criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications/CPD</u>	<u>Evidence Required</u>
Essential:	
A degree or equivalent in a relevant subject	*
A recognised teaching qualification	*
Recent research or other CPD activity linked to role/sector	
Desirable:	
A recognised IQA qualification (or willingness to train within 12 months).	
Experience of working in the Building Services 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 building services sector delivering Electrical or Plumbing programmes in a Further Education environment.	*
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.	