

Job Description: Programme Leader – Automotive

Title:	Programme Leader – Automotive
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum: 26
Responsible to:	Head of Faculty, Deputy Head of Faculty, Curriculum Area Manager

Job Purpose:

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. To ensure the implementation of all College Policies relevant to teaching, tutoring, Health and Safety and Quality Assurance.
4. Lead/co-ordinate learning

1. Teaching, Learning and 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.
- 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 in the Faculty and the College.
- 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 eILPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

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.

3. Programme leadership

- 1.1 Provide inspirational leadership of learning within a subject/programme area.
- 1.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 1.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 1.4 Link with, inform and support Associate Lecturers within the programme area.
- 1.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self assessment.
- 1.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

2. 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.

Last reviewed July 2021

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Programme Leader

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent Automotive industry experience or substantial profession development	✓	
	Responsibility for training and motivating others on a daily basis.	✓	
	Experience of working with or teaching within the automotive industry.	✓	
	Desirable:		
	Teaching range to include all stated on the job purpose.	✓	
Skills and Abilities	Essential:		
	Excellent verbal and written communication skills.	✓	
	Excellent time management skills.		✓
	Ability to prioritise work and meet deadlines.		✓
	Organisation and scheduling skills.	✓	
	Ability to carry out administrative tasks promptly and effectively.		✓
	Accuracy and attention to detail.		✓
	Ability to use software related to aerospace diagnostics.		✓
	Desirable:		
	IT Literate.	✓	
	E-mail skills.	✓	

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	Level 3 automotive maintenance qualification or higher.	✓	
	Substantial professional development register.	✓	
	Desirable:		
	Cert Ed/ PGCE.	✓	
	Assessor or verifier qualifications	✓	
Personal Qualities	Essential:		
	Willingness to undertake further training if necessary.		✓
	Ability to work in a team and on own initiative with limited supervision.		✓
	A flexible and versatile attitude to working arrangements.		✓
	Ability to work to tight deadlines and changing priorities.		✓
	Willingness and ability to adapt personal role as circumstances require.		✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College.		✓
	Commitment to equal opportunities.		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.



