

Programme Leader – Foundation English

Role Overview

Job Title: Programme Leader

Grade: Programme Leader

Contact Hours: up to 37 hours per week

Contract: Fixed Term

Department: – Foundation Maths and English

Responsible to: Head of Faculty – Foundation Maths and English

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.

1. Provide teaching, learning and assessment
2. Lead/co-ordinate aspects of curriculum/faculty delivery

1. Teaching, Learning and Assessment:

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 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 assessments and examinations.

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. Programme leadership:

- 2.1. Support the learning within a subject/programme area.
- 2.2 Working under the Head of Faculty, contribute in part to the leadership of a programme area within the curriculum offer.
- 2.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 2.4. Link with, inform and support Associate Lecturers within the programme area.
- 2.5. Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.
- 2.6. Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

3. Mandatory Duties:

- 3.1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality and observe British Values.
- 3.2. Be responsible for safeguarding and promoting the welfare of students.
- 3.3. 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.
- 3.4. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

Reviewed: April 2025

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 – Foundation English

(A) = Assessed at application. (I) = Assessed at interview.

(A/I) = Assessed at application and interview.

Experience

Essential Criteria:

Experience of teaching English to GCSE level or similar (A/I)

Desirable Criteria:

Experience teaching on GCSE or Functional Skills courses (A/I)

Experience teaching 16+ learners (A/I)

Experience of working with less confident learners (A/I)

Experience working with learners with additional learning needs (A/I)

Skills and Abilities

Essential Criteria:

Excellent communication skills (A/I)

Ability to engage learners and manage classroom environments effectively (A/I)

Ability to prioritise key tasks and manage time and demands effectively (A/I)

Qualifications

Essential Criteria

Degree or equivalent in closely related field (A)

Teaching qualification, or willingness to work towards one (A)

Personal Qualities

Essential Criteria

An enthusiasm for working with Level 1 and Level 2 English learners (A/I)

A commitment to continually improve your teaching, learning and assessment practice (A/I)

Enthusiasm for your subject and ability to enthuse others (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)

Mandatory Requirement(s)

Essential Criteria

Commitment to safeguarding (including Prevent and British Values) and promoting the welfare of children and vulnerable adults in College (A/I)

Commitment to equal opportunities (A/I)

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

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



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