

JOB DESCRIPTION

Job Title:	Programme Manager – Visual Arts and Media
Reports to:	Vice Principal – Teaching, Learning and Student Achievement
Responsible for:	APM Visual Art and Design, APM Media (Job share), Teaching staff, Art Technicians
Start Date:	September 2024 or sooner if possible
Salary:	£63,367 - £66,493 per annum (inclusive of London weighting)

Main Responsibilities:

Cross College Management

1. Be fully committed to the college's management team, including attendance at weekly meetings and representing the college at external events as required.
2. Undertake responsibility for the college as Duty Officer when so designated.
3. Support cross-college working practices that ensure team members influence organisational discussions, learning and decisions.

Equality, Diversity and Inclusion

4. Actively promote compassionate education in all aspects of the department's operations.
5. Champion and advance diversity within the organisation to help ensure our identity as an inclusive, compassionate and anti-racist organisation is reflected in our ways of working and our curriculum

Teaching and Learning

6. Teach up to 12 h/pw on one or more of the courses within the programme area and act as a personal tutor as required.
7. Manage effective and efficient teaching of a range of courses in the Visual Arts and Media Programme Area, including A Level and vocational programmes.
8. Ensure all programmes are taught according to appropriate external specifications and that course approval is current in all cases.
9. Contribute to the planning and development of a coherent Visual Arts and Media curriculum offer in line with the college's operational objectives and strategic priorities
10. Be responsible for the development and management of the college Visual Arts and Media curriculum including engagement with relevant HE institutions.

11. Support the development of an effective enrichment programme to extend learning beyond the classroom
12. Ensure that college policies in relation to student support and enrichment are implemented.

Team Operation and Staff Development

13. Line manage staff in the Visual Arts and Media area, including delegation of specific identified responsibilities to Assistant Programme Managers, ensuring adherence to college policies and procedures.
14. Ensure staff reviews are completed in a timely fashion and result in positive, compassionate interaction and follow-up – assisting in identifying ways staff recognition and development initiatives and needs can be met
15. Lead on the professional development of staff within the area. Design and deliver learning and development strategies to help staff identify areas where skills and experience can be expanded.
16. Work with other managers and SLT to ensure an appropriate range of tools, resources and development opportunities are accessible.
17. Advocate for good practices that promote the development and wellbeing of Visual Arts and Media staff
18. Take responsibility for planning and developing cross college-collaborations involving the Visual Arts and Media department
19. Ensure that regular team meetings are held and minuted and that agreed actions are implemented and reviewed.

Resources

20. Manage any delegated budget to ensure the effective and efficient use of resources, including the management of staff resources through the drafting of timetables.
21. Contribute to the college's human resources planning, and the recruitment and selection of staff according to college policies and procedures.
22. Ensure that sufficient technical support is available in the area and oversee any technical developments and accommodation changes.

Liaison and Transition

23. Contribute to college marketing and the development of area specific marketing materials.
24. Lead the programme area's contribution to college marketing events such as open days and school liaison work.

Quality Assurance

25. Provide timely information for the preparation of statistical reports and returns.

26. Ensure that student performance, including retention and achievement, is closely monitored and action is taken to address areas of concern.
27. Implement college procedures for quality improvement including timely preparation and submission of annual course reviews.
28. Coordinate the production of the annual Self-Assessment report and developmental action plan for the programme area and undertake a mid-year progress review.
29. Oversee the process of classroom observation in the programme area, ensuring that this is effectively used for the development of individual staff and the sharing of best practice within the department as a whole.

General

- Contribute to the college's operational aims and objectives as outlined in the Strategic Plan
- Actively promote compassionate education
- Support the aims and ethos of the college as articulated in the Mission Statement, 'Leyton Community Member' and other relevant documents
- Contribute to the college's commitment to inclusion and equality and, specifically, its ambition to be an anti-racist organisation
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff
- Maintain an up to date understanding of Safeguarding Children and undertake training as required
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Comply with health and safety regulations associated with the post and employment at the College.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other information

This is a full-time permanent post.

Additional working time will be required for the effective completion of managerial responsibilities. The post holder will work an additional 10 working days throughout the academic year.

Person Specification - Programme Manager, Visual Arts and Media

Application form (A), Task (T) or Interview (I)

Criteria for Selection	Essential requirements	Assessment Method
Qualifications	<ul style="list-style-type: none"> Graduate or equivalent in a relevant subject area. PGCE or equivalent 	A
	.	A
Experience	<ul style="list-style-type: none"> Post 16 training or experience in teaching in Visual Arts and Media subjects 	A
	<ul style="list-style-type: none"> Experience of managing people and supporting their professional development 	A/I
	<ul style="list-style-type: none"> Successful record of curriculum development/ team leadership. 	A/I
	<ul style="list-style-type: none"> Evidence of substantial excellent practice in one or more courses within the programme area. 	A/I/T
Skills & Abilities	<ul style="list-style-type: none"> Proven ability to effectively lead a team and set, achieve and maintain high performance standards. 	A/I/T
	<ul style="list-style-type: none"> Excellent communication skills both oral and written. 	A/I/T
	<ul style="list-style-type: none"> Good organisational and administration skills 	A/T
	<ul style="list-style-type: none"> Ability to work collaboratively with others and also work effectively within a team 	A/I/T
	<ul style="list-style-type: none"> Good classroom management 	A/T
	<ul style="list-style-type: none"> Ability to assess, record and report student achievement 	A/T
	<ul style="list-style-type: none"> The ability to understand and analyse data and to use this to inform and evaluate interventions 	A/T
	<ul style="list-style-type: none"> Ability to work on multiple simultaneous projects and meet tight deadlines. 	A/I/T
	<ul style="list-style-type: none"> Overcome barriers and find solutions to complex problems 	A/I
	<ul style="list-style-type: none"> Ability to remain calm under pressure and in times of uncertainty, inspiring the same in others. 	A/I
Specialist Knowledge	<ul style="list-style-type: none"> IT skills relevant to teaching courses within the programme area 	A/T
	<ul style="list-style-type: none"> Extensive knowledge of one or more courses within the Programme Area. 	A/I/T
	<ul style="list-style-type: none"> Understanding of wider educational developments nationally and their implications for the College. 	A/I/T
Personal Qualities	<ul style="list-style-type: none"> Understanding of qualification and curriculum reform 	A/I/T
	<ul style="list-style-type: none"> Commitment to, and advocate for, the vision, mission and strategic priorities of LSC 	A/I/T
	<ul style="list-style-type: none"> A passion for education and a commitment to providing opportunities for young people to flourish 	A/I/T
	<ul style="list-style-type: none"> Commitment to and compliance with LSC's safeguarding and health and safety principles. 	A/I/T
	<ul style="list-style-type: none"> Commitment to respect and value equality and diversity, and an understanding of how this applies to own area of work. 	A/I
	<ul style="list-style-type: none"> Commitment to own continuing personal and professional development. 	A/I