

Programme Leader

Title:	Programme Leader IT
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours; weekly maximum: 26 hours
Responsible to:	Head of Faculty

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.

Main Responsibilities

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning.
4. Coordinate communications with external agencies.

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 and demonstrate effective differentiation.
- 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.
- 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 electronic Individual Learning Plans according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.
- 1.14 Pro-actively encourage employers to engage with the curriculum be that through industry visits, guest speakers or help with curriculum design

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.
- 2.4 Provide information, advice and guidance to ensure all students progress onto education, training or employment.

3. Programme leadership

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

4. 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.

Reviewed: June 2021

Person Specification

Programme Leader



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- Ability to teach the relevant subject area	✓	✓
	Desirable:	✓	✓
	- Experience teaching 16+ learners	✓	✓
	- Knowledge of relevant curriculum reform	✓	✓
	- Experience of acting as a tutor and of the UCAS process	✓	✓
	- Ability to teach across a range of qualifications	✓	✓
	- Experience in the use of information technology in learning	✓	✓
	- Experience of assessment and course quality processes	✓	✓
Skills & Abilities	Essential:		
	- Excellent written and oral communication skills	✓	✓
	- Ability to prioritise key tasks and manage time and demands effectively and efficiently.	✓	✓
	- Organisational ability, for example to maintain accurate and timely records of learner progress	✓	✓
Qualifications	Essential:		
	- Level 4 qualifications in relevant areas	✓	
	- Teaching qualification or working towards a qualification	✓	

Personal Qualities	Essential: <ul style="list-style-type: none"> - A commitment to continually improve your teaching, learning and assessment practice - Enthusiasm for your subject and ability to enthuse students - Empathy with learners - Ability to work on own initiative and as part of a team - A flexible and versatile attitude to working arrangements - Willingness to undertake further training if necessary 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding (including Prevent and British Values) and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

Reviewed: June 2021

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.

VISION

To be an exceptional college.

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.

