

Programme Leader

JOB DESCRIPTION

Title:	Programme Leader – Engineering and Aerospace
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum; 26
Responsible to:	Head of Faculty

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and proactively engage in quality assurance as well as provide pastoral support.

Main Responsibilities

1. Provide teaching, learning and assessment.
 2. Act as Tutor to groups of students.
 3. Lead/co-ordinate learning
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- 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.
- 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

- 3.1 Provide 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: March 22



Person Specification

Programme Leader – Engineering

Criteria		How Evaluated	
		Application	Interview
Experience	<p>Essential:</p> <ul style="list-style-type: none"> - Responsibility for training and motivating others on a daily basis - Experience of working with or teaching within the relevant industry - Ability to use information technology in learning <p>Desirable:</p> <ul style="list-style-type: none"> - Experience of teaching or delivering training within the relevant industry - Experience of assessment and course quality processes 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
Skills & Abilities	<p>Essential:</p> <ul style="list-style-type: none"> - Excellent verbal and written communication skills - Ability to prioritise work effectively and efficiently and meet deadlines - IT skills (good level of skill with various packages including Word, PowerPoint and email). - Ability to motivate and inspire students. - Excellent organisation and administrative skills. - Accuracy and attention to detail - Ability to use software engineering 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> - Engineering - Relevant qualifications and courses related to engineering disciplines, product design, CAD and manufacturing. - Aeronautical – B License engineer with 	<p style="text-align: center;">✓</p>	

	<p>relevant qualifications related to the aviation maintenance sector</p> <ul style="list-style-type: none"> - Teaching qualification or willingness to work towards Cert Ed (within the first 3 years of employment) <p>Desirable:</p> <ul style="list-style-type: none"> - Cert Ed or equivalent teaching qualification - Assessors Qualifications - Verification Qualifications 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities	<p>Essential:</p> <ul style="list-style-type: none"> - Willingness to undertake further training if necessary - Ability to work effectively 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 		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Mandatory requirements	<p>Essential:</p> <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		<p>✓</p> <p>✓</p>