

## Job Description

<b>Title:</b>	Programme Leader – Foundation English
<b>Grade:</b>	Programme Leader
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	18.5 hours per week
<b>Responsible to:</b>	Foundation English Lead, Assistant Principal: Curriculum

### 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 Duties

The post holder will:

#### Main Responsibilities

1. Provide teaching, learning and assessment.
  2. 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 eLLPs 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 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**

- 2.1 Provide inspirational leadership of learning within a subject/programme area.
- 2.2 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.

## **Mandatory Duties**

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults

2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

### **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 and may need to travel overseas.

**Reviewed: May 2019**



# Person Specification

## Programme Leader – Foundation English

Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b>		
	- Successful teaching of GCSE English / Functional Skills	✓	✓
	- Working within an outstanding or good FE environment or Secondary School	✓	✓
	- Consistently outstanding teacher	✓	✓
	- Working as a team member in a positive and constructive way	✓	
	- Working with awarding bodies to ensure effective assessment delivery	✓	
	<b>Desirable:</b>		
	- Experience as an examiner or moderator for an awarding body	✓	✓
	- Experience working with learners with additional learning difficulties and needs	✓	✓
Skills & Abilities	<b>Essential:</b>		
	- Excellent verbal and written communication skills	✓	✓
	- Ability to engage with learners to enable success	✓	✓
	- Ability to prioritise work and meet deadlines	✓	

	<ul style="list-style-type: none"> <li>- Effective use of ILT in teaching and learning</li> </ul>	✓	
<b>Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- A degree or related qualification/ experience</li> <li>- Cert Ed/PGCE or working towards one</li> </ul>	✓  ✓	
<b>Personal Qualities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to outstanding student success (including progress)</li> <li>- Honesty and integrity</li> <li>- Robust personality</li> <li>- Team Player</li> <li>- Empathetic</li> <li>- Creative</li> </ul>	✓  ✓ ✓ ✓ ✓	✓  ✓ ✓ ✓ ✓
<b>Mandatory requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>		✓  ✓

Reviewed: May 2019

# 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.

