



POST TITLE: Programme Tutor – English		
OLDHAM COLLEGE CORPORATION		Faculty: English
POST NO.	GRADE: T&T Scale Points 22 to 26	

1. **Principal Purpose**

- 1.1 To contribute to the promotion of excellence in teaching/support, learning and assessment, working as part of a team in the Faculty.
 - 1.2 To be responsible for the organisation of teaching/support and learning for a specific assignment of learners.
 - 1.3 To promote and provide excellent customer service internally and externally in all areas of the role.
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2. **Key Accountabilities**

2.1 **Preparation and Teaching**

- 2.1.1 Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.
- 2.1.1 Be aware of Key Performance Indicators and targets within the area and contribute to their monitoring regularly and achievement.
- 2.1.2 Develop innovative and stimulating teaching learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.
- 2.1.3 Design and deliver a flexible and relevant range of provision including prep for work skills, to meet the needs of employers and members of the communities of Oldham.
- 2.1.4 Maintain familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment.
- 2.1.5 Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.
- 2.1.6 Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.
- 2.1.7 Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

2.2 Student Progress & Achievement

- 2.2.1 Ensure that all administrative records, systems and support requirements e.g. examinations entries are accurately maintained to meet the requirements/standards internally and by external agencies.

2.3 Curriculum Development and Quality Assurance

- 2.3.1 Participate in the development and delivery of Department and Cross College marketing and promotion activities.
- 2.3.2 Maintain systems for course and student management including the pastoral entitlement, grade book, progress reviewing, maintaining ILP's, internal and external verifications, and Quality Assurance Processes.
- 2.3.3 Where appropriate be a subject/personal tutor to a group or groups of students and fulfill the associated responsibilities regarding target setting, reviewing progress, guidance and counseling, action planning, feedback and progression guidance and support, etc.
- 2.3.4 Undertake IV as required.
- 2.3.5 Enroll students and complete registers timely.
- 2.3.6 Improve quality in area of responsibility through actions following feedback of students, line manager, peers and quality processes.
- 2.3.7 Participate in Faculty and Cross-college development initiatives including as required show casing teaching and learning materials/methods used within own courses.
- 2.3.8 Maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

2.4 Team Responsibilities

- 2.4.1 Maintain professional and vocational currency through CPD, professional updating & contribute to the development of others as required.
- 2.4.2 Ensure that equality of opportunity is fully reflected in all aspects of the work.
- 2.4.3 Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations.

2.5 General

- 2.5.1 This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities.

- 2.5.2 To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.
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3. Relationship to other posts

Responsible to: Programme Leader / Head of Faculty

Responsible for: Other staff as required
Technician staff working with the Programme Tutor in
workshop / classroom setting, Agency staff
Additional Learning Support Staff

4. Oldham College Commitments

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- All employees of the Corporation are required to undertake such professional development and skills updating as required by the Corporation and/or required by the changing demands of their role.
- The post holder may be required to undertake any additional, reasonable duties in order to progress the needs of the organisation.
- The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

	DATE	Prepared By
Prepared	July 2011	Curriculum Directors



Oldham College

PERSON SPECIFICATION

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The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL:	
A degree or equivalent in a related subject.	*
A recognised teaching qualification (or willingness to train for this and achieve within 2 years).	*
<u>Managing Learners</u>	
ESSENTIAL:	
Can inspire learners using exciting and relevant teaching and learning approaches.	
Good understanding of learner and customer needs and a track record of developing and delivering a high quality outcomes for learners.	*
Track record of quality improvement.	*
Experience of raising recruitment retention and achievement rates of students.	*
Comprehensive knowledge of the curriculum specialty including industry links.	*
Good understanding of the current Government & national priorities for FE and skills agenda and impact on own curriculum area.	*
Evidence of providing a high quality learning experience including effective use of ILT in delivery and design.	
Experience of applying successful differentiation and personalisation in the learning environment.	*
Record of assessing / verifying to highest awarding body standards.	*
<u>Managing Self</u>	
ESSENTIAL:	
Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level.	

Understand what constitutes excellence in teaching, learning and assessment and demonstrates proactive approach to addressing own CPD to achieve excellence.	*
Successfully achieving balance between work priorities and assuring own health & well being.	
<u>Cross College contribution</u>	
Experience of leading or participating in multi disciplinary teams to resolve Department/organisational problems.	*
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally.	
An understanding of the issues of social and cultural diversity for curriculum development and delivery.	
<u>Managing Systems and Resources</u>	
Demonstrates accurate record keeping in relation to managing learners.	*
Track record of excellent information management and use of Key Performance Indicators related to learners and course management.	*
Able to use IT to support planning and forecasting activities.	*
<u>Other Criteria</u>	
Must have efficient and cost effective means of regularly travelling to external venues.	
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, WBL visits to employer premises etc.	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults.	