

## Programme Leader

<b>Title:</b>	Programme Leader
<b>Grade:</b>	Programme Leader
<b>Contact Hours:</b>	Annual maximum: 864 hours, weekly maximum 26
<b>Hours:</b>	18.5 hours per week
<b>Status:</b>	Permanent
<b>Activity:</b>	Regulated
<b>Responsible to:</b>	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 pro-actively engage in quality assurance and provide pastoral support.

### Main Duties:

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

#### 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 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 assessments and examinations.
- 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 and pastoral support to students.
- 2.2. Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.2. 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 inspirational leadership of learning within a subject/programme area.
- 3.2. Working under the Team Leader, 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. Mandatory 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 and observe British Values.
- 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.

#### **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.

#### **April 2018**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

# Person Specification

## Programme Leader



Criteria		How Evaluated		
		Application	Interview	Microteach
Experience	<b>Essential:</b>			
	- Ability to teach the relevant subject area	✓	✓	✓
	<b>Desirable:</b>			
	- 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	✓	✓	
Skills & Abilities	- Experience in the use of information technology in learning	✓	✓	✓
	- Experience of assessment and course quality processes	✓	✓	
	<b>Essential:</b>			
	- 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	✓	✓	

<b>Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Level 4 qualifications in relevant areas</li> <li>- Teaching qualification or working towards a qualification</li> </ul>	✓		
<b>Personal Qualities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- A commitment to continually improve your teaching, learning and assessment practice.</li> <li>- Enthusiasm for your subject and ability to enthuse students</li> <li>- Empathy with learners</li> <li>- Ability to work on own initiative and as part of a team</li> <li>- A flexible and versatile attitude to working arrangements.</li> <li>- Willingness to undertake further training if necessary.</li> </ul>	✓	✓	✓
<b>Mandatory requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding (including Prevent and British Values) and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>	✓		