

## **Westminster Kingsway College - Job Responsibility Outline:**

**Title: Programme Manager, Foundation Learning**

**Level: 5**

**Purpose of the Job:** Working closely with the Head of Faculty (HoF), this position has arisen in YHFL for a PM, Foundation learning. This role includes curriculum and operational management for 16-19 entry, L1, L1/2 Bridging and the KS4 provision, including both discrete and embedded. The role includes extensive external liaison with schools, LAs, social services and YOS.

You will drive forward the development of the area, consolidate and grow curriculum areas and the KS4 provision.

The programme manager (PM) will be responsible for the management of specific curriculum areas and their staff. The PM will provide strategic and operational management direction ensuring that the staff and curriculum performance, team plans and targets meet College objectives and targets and are fully understood by staff within the teams. The role involves inspiring and motivating staff and students; performance management of staff, managing student recruitment, growing current and new curriculum areas, working with the referring agencies to ensure the effective development of the KS4 provision, ensure that safeguarding of learners is paramount.

**Department:** YHFL

**Reporting To:** Head of Faculty

### **Main Tasks**

This post will have day to day operational management responsibility for delivering a broad, balanced and relevant curriculum for Entry, level 1, Level1/2 Bridging programmes and ks4 with YHFL. The post holder will be expected to develop professional/stakeholder and referring links, work experience and partnerships with relevant organisations to support progression and growth.

The post holder will support the Head of Faculty and staff to ensure curriculum design is flexible and responsive.

The programme manager will be a member of the college management team and will drive the strategic direction of the College's vocational agenda.

### *Summary: -*

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time.

### Teaching

1. To teach up to 360 hours in each academic year in agreement with the HoF Vocational learning

### Curriculum and Quality Management

1. To plan a broad and balanced curriculum for Entry, level1/2 and ks4 learners and other key stakeholders that supports the strategic direction of the college, reflects policy and funding priorities, drives quality improvement, increases commercial income and meets the needs of students and potential students and employers.
2. To work closely with the Head of Faculty and other cross college PMs to ensure key partnerships are developed and maintained to create relevant curriculum to meet the needs of students, employers and other stakeholders.
3. To work with the Head of Faculty and other PMs in the development of new and innovative curriculum, including the use of ICT, distance learning and other creative delivery methodologies.
4. To work with the Head of Faculty and other PMs to develop and sustain progression routes
5. To manage the curriculum to ensure that student success rates continue to improve in line with College targets through the development and implementation of College policies and practices.
6. Analyse and interpret relevant national, local and College data, research and inspection evidence, to inform the implementation of College policies, practices, targets, and teaching methods.
7. Establish and implement clear policies and practices for assessing, recording, and reporting on student achievement, and use this information to recognise achievement and to assist students in setting targets for further improvement. To ensure that MIS reports are an accurate record of enrolment, retention, achievement and success.
8. Use data effectively with staff to identify students who are underachieving and create and implement effective plans of action to support those students.
9. Use data effectively with staff to identify students who are absent or persistently late and develop actions to redress these.
10. Monitor the progress made in achieving curriculum area plans and targets, evaluate the effects of these on teaching and learning, and use this analysis to guide further improvement.
11. Ensure that quality improvement within the curriculum area is in line with College quality standards including the use of Curriculum Reviews, SAR and QIP and effective liaison with Awarding Bodies to ensure the curriculum successfully meets external scrutiny.

12. Ensure that the College's Safeguarding Policy is fully implemented and supported within the programme areas for which the post is responsible

#### Management of Staff

13. Contribute to raising the standards of teaching within the faculty and College by providing a framework for the support and supervision of teaching staff that places high expectations on staff and encourages continuous development within the context of College schemes including those relating to self-assessment, induction, appraisal and lesson observation.
14. To actively promote and participate in 'The Year of Learning' and its follow-on activities and implement any resulting changes with the teaching and learning of staff and teams
15. Delegate tasks appropriately to staff to maximise the efficiency of the department and increase staff development opportunities.
16. To implement management structures to ensure 1:1 supervision, team and other meetings relevant to the business of the faculty regularly take place within an open and transparent communication framework.
17. To be proactive in addressing issues of staff and course underperformance – whether at team or individual level – making use of the College's procedures and in collaboration with the appropriate support teams, including HR and Quality.
18. To manage, develop and induct, Hourly Paid Lecturers, agency and casual staff to ensure that the standard of teaching and learning are maintained.
19. Encourage professional development within the team, including identifying and addressing the training needs of staff.

#### Liaison and Dimensions of Post

Liaises with members of the College Executive Team, Senior Managers, key stakeholders. Develops links with a range of external institutions and agencies relevant to the work of the college and department,

#### Resource Management

20. Establish short, medium, and long term plans for the development, improvement and resourcing of the curriculum area.
21. Establish staff and resource needs for the curriculum area, manage budgets and expenditure, and allocate and deploy existing staff and resources effectively, e.g. arranging cover etc.
22. Ensure the effective and efficient use, management and organisation of learning resources, including information and learning technology.

**The post holder will also be expected to:**

- 1 Demonstrate model behaviours that, at all times, are consistent with an open, flexible, inclusive and participative style;
- 2 Demonstrate a commitment to and work to promote the College values;
- 3 Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 4 Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 5 Abide by the College's data protection policy;
- 6 Actively participate in the appraisal scheme;
- 7 Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 8 Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 9 Participate in the Managers' Duty rota as required.

**Other duties**

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

*Person Specification:*

Area to be assessed	Essential	Desirable	How this will be assessed
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Educational achievement to degree level or equivalent in a subject relevant to the curriculum area.</li> <li>2. Recognised teaching qualification leading to Qualified Teacher Learning and Skills' Status. The teaching qualification must be in a relevant subject area if there is no prior level 4 qualification specific to the subject being taught.</li> </ol>		<b>AS</b>  AS
<i>Professional development</i>	<ol style="list-style-type: none"> <li>3. A record of on-going professional updating and development in relevant fields.</li> <li>4. Evidence of participation in WKC's 'The Year of Learning initiative</li> </ol>		AS
<i>Knowledge</i>	<ol style="list-style-type: none"> <li>5. An excellent understanding of the requirements of Vocational learning and the markets it delivers to and supports.</li> <li>6. An excellent understanding of the communities served and their educational needs, including the needs of people from disadvantaged groups and challenging cohorts.</li> <li>7. An in-depth understanding and knowledge of at least one Vocational sector</li> <li>8. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with staff and students.</li> <li>9. An awareness of Safeguarding and how it relates to the</li> </ol>	<ol style="list-style-type: none"> <li>1. Understanding of how funding is allocated to the College.</li> <li>2. Understanding of how quality and performance are evaluated for Colleges.</li> <li>3. Understanding of the funding attached to particular programmes and activities and how funding can be maximised whilst maintaining the quality of the programmes.</li> </ol>	AS, I  AS, I  AS, I  AS, I  AS, I  AS, I

	work of this post in a further education College.		AS, I
<b>Experience</b>	11. Experience of meeting funding and success rate targets. 12. Experience of performance managing, motivating and developing staff to improve targets and outcomes. 13. Experience of managing the improvement of quality of at least one vocational curriculum area to meet Ofsted requirements 14. Experience of recent relevant Continuous Professional Development (CPD) in one vocational sector area 15. Experience of developing new curriculum to meet new market needs and creating full costs or commercial programmes to meet individual/employer needs 16. Experience of developing and/or establishing links with external organisations including stakeholders, 17. Experience of working with individuals/employers and others to generate full cost/commercial income streams 19. Experience of increasing recruitment and creating progression pathways 20. Experience of improving success rates on a particular programme 21. Experience of developing recruitment strategies to increasing student numbers. 22. Experience of obtaining and responding to learner feedback.	4. Some experience of working with employers and related organisations to deliver work based curriculum. 5. Experience of creating new curriculum opportunities to meet new and changing markets. 6. Experience of using ICT/distance learning and other methodologies to provide flexible and creative delivery models. 7. Experience of working with HE institutions to develop progression pathways. 8. Experience of delivering full cost and commercial activity.	AS, I AS, I AS, I AS, I AS, I AS, I AS AS, I AS, I, AS, I, AS, I AS, I AS, I, AS, I, AS, I
<i>Skills and Abilities</i>	23. Excellent interpersonal skills and written and oral communication skills. 24. Excellent administrative and IT skills, including knowledge of Microsoft Office.		AS, I, AS, I

	25. Excellent organisational skills and high attention to detail.	AS, I
	26. Proven ability to interpret and analyse data, and to implement action programmes on the basis of the analysis.	AS, I
	27. The ability to plan and manage one's own workload, and that of a team to ensure deadlines are met.	AS, I
	28. The ability to work effectively as a member of the curriculum management team.	AS, I
	29. The ability to work effectively as a member of the senior management team.	AS, I
	30. Able to adopt an analytical, planned approach to work utilising available information to determine a course of action and plan a logical approach to the achievement of specific goals.	AS, I
	31. Able to work constructively and co-operatively with others internal and external to the College with the ability to be clear about his/her role and responsibilities within that wider context.	AS, I
	32. Ability to work with a range of stakeholders to drive forward the, improvement, growth and delivery of Adult Vocational Learning	AS, I

*Please indicate how these will be assessed: AS (Application statement), I (Interview),*