

Job Description

Programme Leader in Public Services

ROLE OVERVIEW

Job Title:	Programme Leader
Grade:	PL
Contact Hours:	29.6 hours per week
Contract:	Permanent
Faculty:	Healthcare, Childcare & Public Services
Responsible to:	Head of Faculty

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.

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 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 inspirational 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: April 2025

Person Specification

Programme Leader in Public Services

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Teaching Public Services or related subjects (A)
- Tutoring full time students (A)
- Commitment to outstanding student success and experience (A/I)

Desirable Criteria:

- Working in the Public Services sector (or related vocational experience) (A)
- Experience of teaching in vocational courses (A/I)

Skills and Abilities

Essential Criteria:

- Ability to motivate and enthuse students (A/I)

Qualifications

Essential Criteria:

- Educated to degree level (A)
- Recognised teaching qualification (A)

Desirable Criteria:

- Masters Qualification (A)

Personal Qualities

Essential Criteria:

- Organised and able to work under pressure (A/I)
- Team player (A/I)
- Empathetic (A/I)
- Resilient and Flexible approach (A/I)
- Inspirational (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: April 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

exeter college 

exe-coll.ac.uk

BE EXCEPTIONAL 

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 